POSITION: Business Services Assistant
Full-Time or Part-Time / Hourly / Non-Exempt
Final weekly schedule and applicable benefits will be discussed and determined at time of offer

RECRUITMENT ID: 669

LOCATION: Chico State Enterprises

COMPENSATION: $13.00 - $16.00 per hour

ESSENTIAL JOB FUNCTIONS: This position will assist the Business Services department within Chico State Enterprises. Duties will include:
- Data entry
- Performing routine office tasks, filing, scanning, and mailing
- General office support for Business Services
- Completes special projects and other duties as assigned

EMPLOYMENT STANDARDS: This position requires a high school diploma or equivalent, a positive approach, and the ability to provide excellent customer service. Prior experience in an office setting performing similar duties desired, but not required. Must possess the ability to maintain focus in a dynamic environment. Excellent judgment, initiative, and organizational skills. Ability to form and maintain cooperative working relationships with a diverse population and function cooperatively and productively as a member of a unit. Knowledge of Microsoft Word and Excel and 10-key proficiency is preferred. Must be able to type at least 40 wpm. Must be able to successfully clear a DOI/FBI fingerprinting check (Live Scan) prior to employment.

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (up to 24 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit a Chico State Enterprises application.

APPLICATION DEADLINE: Open until filled. Application review begins July 31, 2019. Applications received after July 30, 2019 may not be considered. Applications can be submitted:

BY MAIL:
Chico State Enterprises
25 Main Street, Suite 206
Chico, CA 95928-5388

BY IN PERSON:
Chico State Enterprises
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL:
rfhrjobs@csuchico.edu

BY FAX: (530) 898-3391

The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:
http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.