POSITION OPENING

POSITION: CED Assistant II
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 674
LOCATION: Center for Economic Development, California State University, Chico
COMPENSATION: $14.50/hour plus benefits

ESSENTIAL JOB FUNCTIONS: Working closely with the Project Analyst and under the general supervision of the Senior Project Analyst, the CED Assistant (II) will contribute to and supervise work on various socio-economic research projects with a particular focus on survey research administration. Examples of duties include the training of survey teams in effective and ethical research procedures; the collection and analysis of primary survey data; preparing summary analyses and ad-hoc reports based on empirical data; fulfilling technical assistance requests through the creation of written data summaries and visual analytics; and conducting business market research. The Assistant (II) will assist with other Center projects as determined by project needs and available funding streams. The Assistant (II) should demonstrate consistent attention to detail and initiative in directing their own work progress, as well as the capability to aid the Project Analyst in the supervision of research teams, delegation of tasks, and training of student researchers in applicable workflow processes.

EMPLOYMENT STANDARDS: The ideal candidate will have a Bachelor’s degree in an applicable field (Social Sciences, Business, Economics, Statistics, Quantitative Natural Sciences) OR an Associate’s degree in the above fields with 1 year of relevant professional experience; a solid understanding of the issues and ethics involved in socio-economic research; excellent quantitative data analysis and written/verbal communication skills; the ability to learn and apply new skills quickly; the ability to supervise and evaluate work in a collaborative, deadline-driven environment; excellent organizational skills; competency in Microsoft Excel.

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: In order to be considered, applicants must submit a current resume.

APPLICATION DEADLINE: Application Review begins September 3, 2019. Application received after August 30, 2019 may not be considered. Applications can be submitted:

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

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

BY EMAIL: rfhrjobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact Chico State Enterprises Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/

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.