POSITION: Administrative Assistant  
Part-Time – Full-time / Benefited

RECRUITMENT ID: 682

LOCATION: Chico State Enterprises’ Center for Healthy Communities (CHC) is located at 25 Main Street, Suites 101 and 201. CHC is an umbrella organization for a number of grant-funded programs that serve high-risk residents in northern California. CHC develops and implements nutrition education, food security and physical activity programs and policy development addressing the needs of diverse populations. CHC provides the infrastructure and coordination of shared resources for interdisciplinary student-faculty research, leadership development, and civic engagement/service learning experiences for University students. CHC values and supports sustainable food systems, livable communities with access to healthy foods and physically active lifestyles in local, regional and global communities.

COMPENSATION:
- AA I - $17.00 - $22.95/hour (pay commensurate with experience)
- AA II - $19.13 - $25.83/hour (pay commensurate with experience)

ESSENTIAL JOB FUNCTIONS: Under the direction of the CHC Director and/or Program Analyst, this Administrative Assistant mid-management position will provide overarching support for all CHC staff and CSUC interns in general operations, which includes customer service in-house, and with community members visiting the center. The Administrative Assistant will be expected to work M-F during normal business hours and this position is the front line entry point for the organization.

The types of Administrative Tasks include the following:
- Daily support for customers, CHC staff and CSUC interns and other Chico State Enterprises staff (in person and over the phone);
- General office support such as collecting and distributing mail, stocking copier paper, maintain signature authorization forms, 700-U forms and other documentation as needed for all CHC projects;
- Knowledge of some basic technology skills in order to accomplish the following daily: respond to questions from staff; equipment tracking, permissions for Box.com, requests for printer codes, daily troubleshooting including but not limited to printer set up, updates/installs, and workstation sign-ups; Become trained in Cascade 3.0 in order to be able to make website updates;
- Resource to others in the office to support general office functions such as sending faxes, loading paper in the copier, use of copier/scanner, sending/receiving faxes, printer plotter and helping students answer the phone;
- Become trained in HR related tasks to be a backup for timesheet processing and personnel action form processing;
- Maintain general CHC tracking lists that include but are not limited to the following: CHC project code list, Civil Rights tracking documentation for all CHC staff and CSU, Chico staff directory;
- Assist with reports needed for the University and CHC funding agencies;
- Assist with acquiring CSU, Chico room reservations and other facilities as needed;

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.
• Train, supervise, and mentor administrative student staff and intern(s) as a means to strengthen the academic mission of the university;
• Facilitate safety coordination;
• Develop recommendations for improvements in program operations as appropriate;
• Thorough knowledge of general office policies and procedures;
• Thorough knowledge of English grammar, punctuation, and spelling;
• Contribute to team efforts by accomplishing other assigned tasks as needed.

EMPLOYMENT STANDARDS:
All classifications require a minimum of High School Degree or equivalent and ability to demonstrate proficiency with Microsoft Office (specifically Word, Excel, and Outlook). Familiarity with web site and graphic design software is highly desirable. Bi-lingual in Spanish or Hmong is highly desirable. In addition:
• AA I requires at least one year of full-time administrative work experience
• AA II requires at least three years of full-time administrative work experience

This position requires:
• The ability to work independently with only general supervision;
• Keen attention to detail;
• Proficiency with Microsoft Excel;
• Critical thinking and exercising judgment;
• Skill to develop innovative solutions and provide support for decision-making;
• Strong interpersonal, verbal and written communication, planning and organizational skills;
• The ability to handle multiple tasks and effectively prioritize workload;
• Knowledge of financial record keeping, proficiency with the use spreadsheets.

The successful candidate will have the ability to:
• Remain flexible in response to ideas and points of view, but be able to make a decision when necessary;
• Establish and maintain strong working relationships with others by using tact and diplomacy;
• Set priorities and deadlines and maintain accountability for quality and completion of projects;
• Prepare comprehensive and accurate reports as needed;
• Respond to questions/problems and make recommendations on issues in a timely manner;
• Work a flexible schedule with occasional overtime and weekend responsibilities (vacation may be restricted or limited during peak workload periods); and,
• Adjust to rapidly shifting priorities and timelines.

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit:
• Chico State Enterprises application
• Cover letter
• Current resume
• Three professional references

APPLICATION DEADLINE: Application deadline is September 24, 2019. Applications received after this date will not be accepted for any reason. It is the applicant's responsibility to allow adequate mail and delivery time.
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:**
csejobs@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/](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.