POSITION OPENING

POSITION: Executive Assistant/Office Manager  
Full-Time / Benefited / Hourly / Non-Exempt  

RECRUITMENT ID: 668  

LOCATION: Chico State Enterprises  

COMPENSATION: $18.14 - $26.99 per hour  

ESSENTIAL JOB FUNCTIONS: Under the supervision of the Chief Executive Officer (CEO), responsibilities include:

- Board of Directors coordination, planning, and communication:
  - Schedule meetings, locations, times, and maintain calendar of appointments
  - Compile agenda packets for the Board of Directors; establish, publish and provide legal notice of all Board and Committee meeting agendas
  - Attend Board and Committee meetings; record and maintain the official public and closed session proceedings of the Board; prepare and maintain the official minutes of all meetings
  - Maintain annual, permanent, and alpha files for the corporation

- Assistant to the Chief Executive Officer
  - Support and/or manage travel, correspondence, meetings, appointments, and other business needs of the CEO

- Office Management - Perform general office/facilities management duties:
  - Manage the inventory of office supplies, order additional supplies as needed, and ensure that costs are appropriately managed
  - Support in planning space allocations, layouts and moves as required
  - Support in arranging and managing building maintenance for Enterprise-owned properties
  - Insures timely filing and payment of property taxes
  - Hire and manage student employees

- General assistance:
  - Organize flow of communication through the CEO’s Office in an efficient and effective manner
  - Provide support for the CEO including but not limited to solving problems, issues, and concerns; responding to sensitive requests for information and assistance; note taking, composing and preparing correspondence, memoranda, reports or other materials
  - Assist with the planning of trainings and special events

- This position requires good writing skills, attention to detail and accuracy, good communication and problem-solving skills and excellent customer service

- Perform other related duties and responsibilities as assigned

EMPLOYMENT STANDARDS: Proficiency with MS Office Suite required. High School (or equivalent), AA or Bachelor’s in Accounting preferred. Must possess excellent customer service skills, strong problem solving and

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.
organizational skills, and attention to detail; ability to maintain good working relationships with a wide range of community and campus contacts; ability to handle interruptions and meet deadlines; ability to maintain confidentiality and use discretion as deemed necessary; ability to recognize transactions that require additional attention from risk management is essential. 10-key proficient. Must be able to successfully clear a DOJ/FBI fingerprinting check (Live Scan) prior to employment.

**BENEFITS:** Benefits 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 the following:

- Chico State Enterprises application

**APPLICATION DEADLINE:** Open until filled. Application review begins July 29, 2019. Applications received after July 28, 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

**APPLICATION DEADLINE:** Open until filled. Application review begins July 29, 2019. Applications received after July 28, 2019 may not be considered. Applications can be submitted:

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

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.