POSITION: GIS Assistant III
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 656

LOCATION: Geographical Information Center

COMPENSATION: $17.57 per hour

ESSENTIAL JOB FUNCTIONS: Working closely with the GIS Analyst and under the general supervision of the Project Manager, the incumbent works on various geospatial projects. Examples of duties include support of GIS development, data input and maintenance for the Center; assisting on a multitude of GIS projects; Assisting with collecting and processing GPS data; Assisting project managers in scanning, data entry, and data analysis and metadata development and update; Assisting with basic cartographic output.

EMPLOYMENT STANDARDS: Enrollment in or completion of a Certificate or Degree program in GIS. Requires a minimum of one year experience working in a GIS position or related fieldwork on GIS projects. Required knowledge, skills and abilities include: Experience with ESRI products and other enabling technologies, especially ArcInfo and ArcView; good organizational skills; Good understanding of relational databases; Familiarity with GPS technology and equipment; Good organizational skills; Ability to prioritize tasks; Ability to adjust to change in a fast paced, constantly changing environment (i.e. work environment, technology); Work within deadlines; Ability to function cooperatively and productively as a member of a unit; Ability to establish and maintain effective working relationships with GIS staff and clients; Ability to follow directions and a willingness to learn; Communicate effectively verbally and in writing. The incumbent must be a self-learner who can solve problems with minimal supervision.

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% based on years of service).

APPLICATION REQUIREMENTS: In order to be considered, applicants must submit a current resume. Please indicate the name of the position you are intending to apply for in your submission.

APPLICATION DEADLINE: Application deadline is May 29, 2019. Resumes can be submitted:

BY MAIL:
CSU, Chico Research Foundation
25 Main Street, Suite 206
Chico, CA 95928-5388

IN PERSON:
CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL:
rfhrjobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

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

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