POSITION OPENING

POSITION: Human Resources Assistant
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 658

LOCATION: The CSU, Chico Research Foundation Administration Office

COMPENSATION: $14.00-$17.00 per hour DOE

ESSENTIAL JOB FUNCTIONS: The Research Foundation is seeking a creative, energetic, hard-working employee to assist in integral processes and functions of the human resources office. Duties will include assisting a diverse audience of customers with HR related questions, processing personnel action forms, retrieving mail from campus daily, processing employee separations, maintaining personnel files, helping student employees achieve success, and multitasking to meet changing demands.

EMPLOYMENT STANDARDS: Requires high school diploma or equivalent and two years of relevant experience in human resources or administration. The incumbent must exhibit excellent written and verbal communication skills, ability to assess and prioritize multiple tasks and projects, ability to work within deadlines and complete projects, ability to maintain strict confidentiality, proficiency with MS products (Word, Excel, and Outlook), ability to maintain a customer service-oriented attitude, and the ability to maintain focus despite frequent interruptions. Must be able to walk up to two miles per day in various weather conditions. 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:
- CSU, Chico Research Foundation application
- Current resume
- Three professional references

APPLICATION DEADLINE: Open until filled. Application review begins May 31, 2019. Applications 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.

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.

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