POSITION OPENING

POSITION: Office Manager
Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 690
LOCATION: The Center for Regenerative Agriculture and Resilient Systems (CRARS), Holt 381
COMPENSATION: $20.00 per hour

ESSENTIAL JOB FUNCTIONS:

Program Administration
• Supports the planning, organizing, developing, and execution of “This Way to Sustainability” Annual Conference.
• Responsible for conference and event planning and administration, coordinate and implement vendor and speaker contracts and waivers.
• Coordinates event schedules, receptions, catering, facilities and equipment, supplies, services, permits.
• Plans and coordinates conference and event promotion, before and after conference/event surveys.
• Coordinates with campus media center, design, and printing staff to create the conference program, posters, and other printed conference materials.
• Participate in ensuring procedures follow campus policies and guidelines, such as ADA requirements and facility usage.
• Provides support to other department-hosted events, lectures, and receptions throughout the year including room scheduling for meetings and events; speaker travel and speaker reimbursements.

Budget Administration and Reporting
• Monitors and maintains state and foundation budgets.
• Generates and compiles data for budget projections and planning, including income and expenses.
• Generates project budget spreadsheets for multiple reporting purposes in order to develop budget projections for future project activities and to comply with individual project reporting requirements.
• Oversees unit’s procurement and purchasing activities.
• Obtains price quotes and processes procurement documents, verifies expenses for accuracy, and reconciles expense accounts.
• Resolves all procurement and accounts payable problems and addresses financial discrepancies.
• Processes project expenditures.
• Compiles data and generates reports for project expenditures.
• Maintains department financial records.

Administrative Support
• Provides administrative support to the Director and additional program managers.
• Provides support as required for department meetings, such as notifying staff and faculty, taking minutes, preparing materials, arrange catering services or audio/video equipment.
• Maintains director’s calendar and arranges staff travel.
• Coordinates event/conference meetings, attends meetings, compiles notes, posts meeting minutes, schedules

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.
• Troubleshoots and resolves computer and office-related equipment problems; requests service as needed, maintains supplies and equipment inventory.
• Performs other duties as assigned.

**Employee Administration**
• In consultation with Director, provides direction for student employees and interns.
• Posts new student positions on Student Employment interface, schedules and conducts student interviews, and advises on final selection of student hires.
• Provides training to student employees and interns for event coordination and office support.
• Working with the Director, sets goals and deadlines, and determines daily activities within the department to successfully complete responsibilities for department events and activities.
• Monitors and evaluates the assignments and work productivity of student employees.
• Maintains and creates a positive learning environment with student interns and CRARS personnel.

**Campus and Community Outreach**
• Following the goals and direction established by the Director the incumbent;
  o Administers outreach for department events, activities, projects, and programs.
  o Monitors and maintains conference and event calendars and web pages.
  o Designs newsletters, in various formats.
  o Promotes projects and events using various forms of media communication, such as, YouTube, Facebook, Twitter, printed materials, etc.
• Coordinates with sustainability partners, community partners, and CSU/UC partners throughout the state on participation in CRARS events and activities.

**Public Outreach**
• Generates professional surveys using Survey Monkey to assess outreach to campus and greater community.
• Trains and oversees student interns on each survey's focus, design, creation and distribution.
• Monitors and maintains websites for various events using Cascade.
• Assist in the design, maintenance, updating and approval of webpage layouts and content.
• Oversees and assigns student interns on web updates, image editing and internal webpage content.
• Creates conference proposals and web-based forms, using GoogleForms and ProposalSpace.

**EMPLOYMENT STANDARDS:**
**Knowledge**
• Expertise in using office software packages (e.g. Microsoft Word, Excel, and Outlook), technology and systems.
• Comprehensive and detailed knowledge of the University infrastructure, policies, and procedures.
• Mastery of English grammar, punctuation, and spelling.
• Thorough knowledge of office systems, methods, procedures and practices.
• Working knowledge of campus budget policies and procedures.
• Fluency in using standard office equipment (computers, copiers, phones).

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Skills
• Active problem solving and effective interpersonal skills as work often involves front line contacts with a variety of campus and community individuals.
• Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.
• Demonstrated competence in effectively presenting standard information in writing.
• Typing and keyboarding skills.

Abilities
• Interpret independently, and apply a variety of complex policies and procedures, and use judgment and discretion to act when precedents do not exist.
• Troubleshoot most office administration problems and respond to all inquiries and requests related to work are, and explain standard policies and procedures to others.
• Analyze operational and procedural problems and develop, recommend and evaluate proposed solutions.
• Understand problems from a broad perspective and anticipate the impact of office administration problems and solution on other areas.
• Perform business math, analyze budgetary data, and make accurate projections requiring some inference.
• Effectively write and present own reports using judgment and discretion in selecting and analyzing information for inclusion.
• Use negotiation and persuasion skills to achieve results and expedite projects.
• Effectively handle a broad range of diverse interpersonal contacts, including those at a high level and those sensitive in nature.
• Independently handle multiple work unit priorities and projects.
• Understand and operate in a variety of organizational structures.
• Clearly communicate orally and in writing.
• Perform assigned duties.

EDUCATION AND EXPERIENCE: This position requires a fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures. These qualifications, and those listed above, would normally be obtained through completion of a high school program, technical/vocational program, or their equivalents combined with four years of related office work experience.

Preference may be given to applicants with the following as they may be considered specialized skills:
• Working knowledge of PeopleSoft and OneSolution functionality.
• Two years of full-time work experience which includes revenue and expense tracking and account reconciliation.
• Two years of full-time work experience which includes managing budgets and financial reporting.
• Experience editing webpage content using Cascade.
• Experience with event planning and outreach efforts.

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%).

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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
- Cover letter
- Current resume
- Three professional references.

APPLICATION DEADLINE: Application deadline is October 17, 2019. Open until filled.

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

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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/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.