POSITION: Development Specialist Trainee (PDS T); or Development Specialist I (PDS I); or Development Specialist II (PDS II)
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 676

LOCATION: Chico State Enterprises

COMPENSATION:
- PDS T: starting at $20.00/hr plus full benefits
- PDS I: starting at $22.00/hr commensurate with experience plus full benefits
- PDS II: starting at $26.00/hr commensurate with experience plus full benefits

ESSENTIAL JOB FUNCTIONS: Reporting to the Senior Grant Development Specialist, the incumbent will provide assistance to the campus community in the preparation and submission of grant and contract proposals to external funding sources. The incumbent provides services that take proposals from concept to proposal development and submission. Duties include: Engaging in grant development activities with proposers at the conceptual stage; Working with faculty and others to identify funding sources; Interpreting and explaining funding agency, federal, regional and campus requirements and regulations; Developing and maintaining contacts with funding agencies; Preparing and reviewing budgets; Securing approvals for submission; Reviewing proposals for completeness, accuracy, and to ensure compliance with funding agency, campus, and other regulations; Serving as part of a team to make presentations and provide outreach and training to faculty, staff and collaborators on research opportunities and proposal preparation; Remaining current in the research administration profession. Work requires attention to detail throughout the process and ability to work independently in a deadline driven environment and to respond effectively under pressure.

EMPLOYMENT STANDARDS:
- PDS T: Candidate has little directly-related experience, has good writing and interpersonal skills, and possesses a bachelor’s degree from an accredited institution. Previous work history must demonstrate experience with budgeting, detailed work and writing, and ability to learn complex matters quickly.
- PDS I: In addition to the requirement for a PDS T, the PDS I requires three years of related work experience that demonstrates the ability to perform duties such as those described above.
- PDS II: Requires those elements found in PDS T & PDS I plus an additional three years of significant and directly-related work experience preferably in a university or similar environment. Master’s degree preferred and designation as a Certified Research Administrator is a plus. PDS II functions with a minimal amount of supervision.
- All Levels: Requires computer competency, preferably in a PC environment, and proficiency in Microsoft Word, Excel, and PowerPoint. Must be able to work independently, learn quickly, be detailed-oriented, and work in a team-oriented, deadline-driven environment. Knowledge and abilities include writing and editing skills, the ability to understand and explain funding agency requirements and federal regulations, and service orientation. All positions require a valid California Driver’s License. The successful candidate will be required to pass a

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.
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%).

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 2, 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

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/

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.