POSITION OPENING

POSITION: Student IT Assistant (CSU, Chico Students Only)
Part-Time, Non-Exempt, Hourly, Year-Round

RECRUITMENT ID: 600

SCHEDULE: 15-20 hours per week during academic sessions, up to 40 hours per week during academic breaks

LOCATION: Research Foundation Administration Office

COMPENSATION: $11.00 per hour

ESSENTIAL JOB FUNCTIONS: Assists Research Foundation IT staff with backups and computer hardware/software maintenance and updates. Assists in providing computing support for the various Windows (XP/Vista/7) and Macintosh (OSX) platforms to the CSU, Chico Research Foundation Administration offices. Must have experience with various web maintenance applications. Must be punctual, possess excellent customer service skills, have a diligent work ethic, follow internal procedures, and work independently when handling support requests. This position is year round.

EMPLOYMENT STANDARDS: Must be a student at CSU, Chico enrolled in a minimum of 4 units for graduate and 6 units for undergraduate students. Must have strong working knowledge of Windows and/or Macintosh operating systems and hardware, including installation, configuration and troubleshooting. Previous experience supporting both in a technical capacity preferred. Other requirements include knowledge of and experience troubleshooting, basic networking technology, Microsoft office applications and internet. Must be able to work in a fast paced environment, possess excellent communication skills and be able to express technical terms to non-technical customers. Candidates may be required to pass a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment.

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
- Cover letter
- Current resume
- Supplemental Application (Schedule Availability)

APPLICATION DEADLINE: Open until filled. Application deadline is December 12, 2018. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation
CSU, Chico, Building 25
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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The CSU, Chico Research Foundation 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 Research Foundation's 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.