POSITION: Project Analyst – Production Coordinator  
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 637

LOCATION: North State Planning & Development Collective (NSPDC) - Geographical Information Center (GIC) and Center for Economic Development (CED)

COMPENSATION: $20.00-$23.00 per hour

ESSENTIAL JOB FUNCTIONS: The Project Analyst – Production Coordinator is responsible for working with staff to support all projects through a coordinated process including document/content review, copy editing, formatting, quality control (data, charts, graphs, etc.) and production. This position will also conduct specialized research, contribute technical writing content and edit/improve document layout for various reports, presentations, policies, and other documents produced by the agency with an emphasis in fields such as broadband, natural resources, agriculture and/or rural communities. Key objectives of this job function are to streamline project production processes; uphold professional and academic quality of work; adhere to University and standard guidelines for style, usage and grammar; advance broadband initiatives through policy and General Plan support; and, coordinate student interns and researchers throughout various projects.

EMPLOYMENT STANDARDS: Requires bachelor’s degree, with a master’s degree preferred. The field of study should be related to English, Journalism, or Communications with an emphasis in fields such as natural resources, agriculture, broadband and/or rural communities or otherwise have prepared the applicant to meet the essential job functions. Required knowledge, skills, abilities and attributes include:

- Ability to copy and content edit various documents and projects;
- Ability to provide technical writing, research and design for the emphasized fields;
- Knowledge of the mechanics of grammar, style and usage;
- Ability to research refereed literature and government documents to support proposals, reports, policies and General Plans;
- Advanced skills with Microsoft Word, Excel and Adobe InDesign;
- Ability to communicate effectively with staff, researchers and interns;
- Demonstrated experience in managing timelines;
- Organizational skills and the ability to prioritize tasks;
- Ability to adjust to change in a fast paced, constantly changing environment (i.e. work environment, technology) and work within deadlines;
- Ability to work independently under general direction and function cooperatively and productively as a member of a unit;

BENEFITS: Benefits include options for health, vision and/or dental insurance; employer contributions to a 403(b) retirement plan (beginning year 2); employer-paid life and disability insurance; and vacation, sick leave, and holidays.

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.
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
- Three professional references

APPLICATION DEADLINE: Application deadline is 5:00 p.m. on March 8, 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.