**POSITION: Project Coordinator**

Full-Time / Benefited / Hourly / Non-Exempt

10-month position

**RECRUITMENT ID:** 639

**LOCATION:** College of Agriculture

**COMPENSATION:** $19.71- $22.83 per hour; pay commensurate with experience

**ESSENTIAL JOB FUNCTIONS:** The main goal of this program is to support Hispanic, low-income, and first-generation students as they matriculate through the fields of science, technology, engineering, and mathematics (STEM) in the College of Agriculture. Working under the direction of the Hispanic Serving Institution/STEM Director and in collaboration with the College of Agriculture (COA) Program Coordinator and the COA Student Service Professional (SSP) II, the Project Coordinator helps manage the day-to-day COA retention activities of the Chico STEM Collaborative Connections (CSC2) program under the Colleges of: Agriculture, Engineering, Computer Science, Construction Management, and Natural Sciences. Duties include providing individualized, intensive guidance and motivational support to CSC2 students, orientation of incoming students, academic advising, tutorial coordination, aid with study skills enhancement beyond tutoring, personal counseling, and assistance with career counseling. Other responsibilities include professional development, targeting research, and summer internship experiences for students in the program.

**EMPLOYMENT STANDARDS:** A degree in agriculture, STEM, behavioral sciences, public or business administration, or other job-related field of study is required. Course work in agriculture, two years of professional experience in student services, and other job-related experience are preferred. A master’s degree in a job-related field may be substituted for professional experience. Must demonstrate the ability to plan, schedule, and coordinate activities. Must be able to compile and prepare written reports. Experience working in a multi-ethnic environment; prior experience in advising (personal, career, and academic counseling), and recruiting are preferred. Ability to pass a pre-employment background check including Live Scan fingerprinting.

**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.

**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

**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 DEADLINE: Open until filled. Application review begins March 18, 2019. Applications received after March 17, 2019 may not be considered. 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/](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.

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