POSITION OPENING

POSITION: Administration Specialist - Support Staff III
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 630

LOCATION: Passages

COMPENSATION: $17.00 per hour

ESSENTIAL JOB FUNCTIONS: Under the general supervision of the Director of Passages Area Agency on Aging, this position coordinates agency wide administrative duties working cooperatively with various departments. Assignments include billing, inventory, fleet management, time sheets, routine correspondences. Assists in the development of the Area Plan which includes preparing requests for proposals, research, public notifications and hearings, and data management. Provides technical assistance to agency subcontractors. Provides support services for the Area Agency on Aging Advisory Council. Other duties as assigned. Bi-Lingual skills (Spanish-English) are desirable.

EMPLOYMENT STANDARDS: Requires a minimum of 4 years of progressively responsible administrative experience which would enable the essential functions as stated above to be performed. Bachelor’s degree in Social Science, Gerontology, Public Health, or related field desirable but not required. Years of experience may be substituted by years of completed college course work. Experience/education in the field of aging/long-term care services is desirable. Must possess strong organizational and planning skills; good oral and written communication; ability to work independently and meet deadlines. Must possess strong computer competencies include Microsoft Word and Excel. Must possess a California driver’s license, automobile liability insurance and have access to own transportation. Must be able to successfully clear a DOJ/FBI fingerprinting check (Live Scan) prior to employment.

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 (found on our website)
- Cover letter
- Current resume
- Three professional references

APPLICATION DEADLINE: Open until filled. Application review begins February 1, 2019. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation
25 Main Street, Suite 206
Chico, CA 95928-5388

BY IN PERSON: CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: rfhrjobs@csuchico.edu

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.

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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.
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