POSITION: CED Assistant III  
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 644

LOCATION: Center for Economic Development

COMPENSATION: $16 - $18 per hour DOE

ESSENTIAL JOB FUNCTIONS: Coordinating closely with the Analyst, the Assistant (III) will directly supervise and contribute to work on various socio-economic research projects. Examples of duties include assisting project staff in the design and implementation of research tasks; delegating these tasks to research teams and evaluating their progress; training undergraduate researchers on techniques for data collection, entry, and analysis; auditing data products for technical accuracy; contributing to the fulfillment of technical and business assistance requests by creatively interpreting client data needs; and independently conducting business market research. The Assistant (III) should demonstrate consistent and exacting attention to detail, strong initiative in directing their own work progress, and an eagerness to advance professional and technical knowledge relevant to the production of applied research deliverables. Experience with any of the following skill areas and software platforms are preferred but not required for initial employment: marketing and professional client recruitment; GIS analysis; Adobe InDesign or other professional typesetting/document production software; R; Python; IMPLAN; Tableau.

EMPLOYMENT STANDARDS: The ideal candidate will have a Bachelor’s degree in an applicable field (Social Sciences, Business, Economics, Statistics, Quantitative Natural Sciences) OR an Associate’s degree in the above fields with 2 years of relevant professional experience; a strong familiarity with the processes and ethics involved in socio-economic research; experience in the collection and analysis of quantitative socio-economic data; exceptional quantitative professional/technical writing skills; the ability to supervise and evaluate collaborative work in a deadline-driven environment; excellent organizational skills; advanced competency in Microsoft Excel and familiarity with GIS analysis.

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: In order to be considered, applicants must submit a current resume.

APPLICATION DEADLINE: Application deadline is April 22, 2019. Resumes can be submitted:

BY MAIL: CSU, Chico Research Foundation  
CSU, Chico Research Foundation  
CSU, Chico, Building 25  
Chico, CA 95929-0246  

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

BY EMAIL: rfhrjobs@csuchico.edu

APPLICATION DEADLINE: Application deadline is April 22, 2019. Resumes can be submitted:

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.