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

RECRUITMENT ID: 646

LOCATION: Center for Economic Development

COMPENSATION: $14 - $16 per hour DOE

ESSENTIAL JOB FUNCTIONS: Working closely with the Project Analyst and under the general supervision of the Senior Project Analyst, the Student Research Assistant (II) will contribute to and supervise work on various socio-economic research projects. Examples of duties include identification, collection, and analysis of economic and demographic data; fulfilling technical assistance requests through the creation of written data summaries and visual analytics; conducting business market research; and graphic design of print and electronic media. The Assistant (II) should demonstrate consistent attention to detail and initiative in directing their own work progress, as well as the capability to aid the Project Analyst in the supervision of research teams, delegation of tasks, and training of student researchers in applicable workflow processes.

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 1 year of relevant professional experience; an solid understanding of the issues and ethics involved in socio-economic research; excellent quantitative data analysis and written/verbal communication skills; the ability to learn and apply new skills quickly; the ability to supervise and evaluate work in a collaborative, deadline-driven environment; excellent organizational skills; 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 May 6, 2019. Resumes can be submitted:

BY MAIL: 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

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.