POSITION: Assistant Coordinator
Full-Time / 30-40 hours per week / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 648

DEPARTMENT: The Northeast Information Center (NEIC) is one of nine Information Centers in California that are part of the California Historical Resources Information System and work in close coordination with the State Office of Historic Preservation. The NEIC archives and maintains an inventory of archaeological and historical records and reports for an 11-county area in the North State and maps the locations of those resources and reports on USGS topographic maps and in a Geographic Information System (GIS). The NEIC also performs research for clients on a fee-for-service basis and is open to qualified consultants and other researchers on an appointment-only basis. In addition, the NEIC promotes education regarding and protection for cultural resources by working with the local and regional communities, Native American tribes, historical groups, and others in this effort. The NEIC operates under the auspices of the CSU, Chico Department of Anthropology and the CSU, Chico Research Foundation.

COMPENSATION: Starting pay range is $18.00 - $22.00, depending on experience

ESSENTIAL JOB FUNCTIONS: Under the supervision of the NEIC Coordinator, the Assistant Coordinator’s responsibilities include conducting and/or overseeing timely record searches and project reviews; processing incoming resource records and reports; and entering information into the CHRIS GIS and database program. The Assistant Coordinator will oversee billing and accounting functions for the NEIC. Additionally, because of the need for expertise in GIS and related database programs, preference will be given to an individual with working knowledge of ArcGIS and Microsoft Access as well as the ability to manage the NEIC GIS files and troubleshoot computer problems. The Assistant Coordinator may also attend or assist with organizing workshops or conferences on behalf of cultural resources in Northern California.

EMPLOYMENT STANDARDS:
Education:
   B.A. or M.A. in Anthropology, History, Geography or a closely related field.
Experience:
   Field, laboratory, and/or office experience in archaeology and/or cultural resources management. Preference given to those who have completed an Internship or have had work experience at one of the California Information Centers. Experience with Microsoft Excel, Access (accounting, spreadsheet, and database programs) and ArcGIS preferred.

BENEFITS: Benefits include employer paid life insurance ($50,000) and long-term disability; options for health, dental and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (up to 24 days/year); sick leave accrual (12 days/year); employer contributions to your 403(b) retirement plan (up to 8% based on years of service).

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 (located on our website)
   • Cover letter
   • Current resume
   • Three professional references

DISCLOSURE OF CAMPUSS 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 April 29, 2019. Applications received after April 28, 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

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For questions, please contact the Research Foundation Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: https://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.