



**Office of Human Resources
California State University, Bakersfield**

37 ADM
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JOB ANNOUNCEMENT

**POSITION: #1420 DEVELOPMENT COORDINATOR I
(Public Affairs Communication Specialist I)**

This full-time, permanent position is available immediately in the Athletics Department at California State University, Bakersfield.

DUTIES: Under the direction of the Assistant AD for Marketing and Development, the incumbent will be responsible for advancing the financial needs of the Athletics Department with a concentration on increasing membership in the annual fund (the Roadrunner Club) and other revenue related initiatives. Additional duties include, but are not limited to, coordination of board and committee meetings, and to assist with sport specific fundraising plans. The incumbent will be required to meet financial goals.

QUALIFICATIONS: Requires a Bachelor's degree in Business, Sports or Public Administration, Communications or other related field **and** one year related experience in athletics marketing or development or non-profit fundraising. Preference will be given to applicants with demonstrated successful work experience in fundraising or sales. Also requires excellent verbal and written communication skills and weekend and evening work.

Candidate must be committed to the adherence of NCAA rules and regulations.

It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed noncitizens. These individuals are required to sign the Declaration of Permission to Work.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

SALARY: \$2,884 - \$4,323 per month.

FILING DEADLINE: Open until filled

APPLY TO: All applicants (*including those on campus*) must apply to the Office of Human Resources with an official **Cal State, Bakersfield application, letter of interest resume and a copy of college degree/transcript along with the names of three professional references to receive consideration.**

Official Cal State Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website at www.csub.edu/BAS/hr/nonfacem.shtml. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled. Upon submission, all application materials become the exclusive property of Cal State Bakersfield and will not be copied or returned.

10/09/09