



Office of Human Resources
California State University, Bakersfield
37 ADM
9001 Stockdale Highway
Bakersfield, California 93311-1022

(661) 654-2266
FAX (661) 654-2299

JOB ANNOUNCEMENT

POSITION: NO. 1423 (Please use the position number when applying)
PROGRAM COORDINATOR
(Student Services Professional IA)

This temporary, half-time, 20 hours per week position is available in Enrollment Management and ends on or before June 30, 2011. Any continuation beyond June 30, 2011 is contingent upon available funding, project needs and satisfactory performance. This position is funded by an AT&T grant with the aim of increasing college bound high school students.

THIS RECRUITMENT IS AVAILABLE TO CURRENT ON-CAMPUS EMPLOYEES ONLY.

DUTIES: The incumbent of this position will report directly to and be supervised by the Vice President of Enrollment Management (VP of EM). Under the direction of the VP of EM the Coordinator will serve as the direct supervisor of the graduate student college Corps Precollege Advisors and will supervise their internship experience. The Coordinator will work very closely with the Director and Coordinator of the Student Success and Retention Center in developing the curriculum for the training of all the College Corps Precollege Advisors.

The coordinator must have a background in student affairs and working toward their Master's of School Counseling (Student Affairs or Pupil Personnel Services) or in a similar program. The Coordinator will serve as the program's liaison to local high schools. The Coordinator will oversee the operations of the grant under the supervision of the VP of EM. The Coordinator will have direct contact with local high school principals, counselors, and staff. The Coordinator will also work with CSUB's Outreach staff to ensure their participation serving as the liaison between the high schools, CSUB's Student Success and Retention Center and Outreach.

QUALIFICATIONS: Equivalent to graduation from a four year college or university in one of the behavioral sciences, education, social sciences, or other job-related field required, as is a Masters degree or in the final stages of completing a Master's degree (at least 45 units completed in the program) at least 500 hrs of graduate internship). The successful candidate must also have the ability to anticipate problems and address them proactively; effectively interpret, organize, and present information and ideas in written or presentation form. Knowledge of college admission requirements specifically the A-G course requirements for eligibility to CSU campuses highly desirable. The job requires attention to detail, strong computer skills, and excellent written and interpersonal communication. Experience in developing program curriculum is preferred.

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: \$1,436 - \$1,756 per month based on 20 hours per week depending on qualifications

FILING DEADLINE: November 13, 2009

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

10/30/09