### CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>DIRECTOR OF GRANTS, COMMUNITY ENGAGEMENT AND SPECIAL PROJECTS, SCHOOL OF SOCIAL SCIENCES &amp; EDUCATION (Administrator I)</th>
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</thead>
<tbody>
<tr>
<td>Recruitment #:</td>
<td>#1983</td>
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<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
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<td>Employment Type:</td>
<td>MPP – this administrative position is part of the California State University Management Personnel Plan. No tenure or permanent status can be achieved within the MPP.</td>
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<td>Bargaining Unit:</td>
<td>M80</td>
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<td>Salary:</td>
<td>The salary is competitive, depending upon qualifications and experience of the successful candidate. This 12-month administrative position is part of the California State University Management Plan and includes an excellent benefits program.</td>
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<td>Department:</td>
<td>School of Social Sciences &amp; Education</td>
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<td>Available:</td>
<td>Immediately</td>
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<td>Special Conditions:</td>
<td>Background/ Fingerprint</td>
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<td>Sensitive Position:</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>February 5, 2016</td>
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<tr>
<td>Closing Date:</td>
<td>For priority consideration, application materials must be received by March 4, 2016, however, the position will remain open until filled.</td>
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Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

**APPLICATION PACKET REQUIREMENTS**

This position requires *(including those on campus)* submission of:

- A standard CSU, Bakersfield job application (download at: [http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html))
- Names of three professional references
- Resume
- Cover letter addressing how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

The University is located in Bakersfield, California, a family-oriented city within 90 minutes from Los Angeles, the mountains, or the ocean. One of four schools at CSUB, the School of Social Sciences & Education (SSE) is the largest school on campus and includes the departments of Advanced Educational Studies, Criminal Justice, Physical Education and Kinesiology, Political Science, Psychology, Social Work, Sociology, and Teacher Education. The School of Social Sciences and Education is responsible for seven undergraduate and six graduate degrees and serves over 2200 FTES annually.

*California State University, Bakersfield* is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
This is a full-time, administrative appointment reporting to the Dean of the School of Social Sciences and Education. Salary is commensurate with qualifications and experience. This is a position for a passionate and driven education professional who is a team player with strong organizational skills and a commitment to quality and detail.

DUTIES:

• Assist the Dean, Department Chairs, and faculty in grant development and administration
  ➢ Responsible for grant proposal writing and assisting faculty in their grant writing efforts
  ➢ Assist faculty with grant development and administration including locating grant opportunities, planning, writing, program design, budget development, and grant evaluation.
  ➢ Assist faculty with both pre and post grant award activities
  ➢ Serve as grant liaison for SSE
  ➢ Monitor grant budgets for grants in SSE

• Facilitation of programs to enhance the research and scholarly activities of faculty and students, including grant-writing, undergraduate and graduate research, interdisciplinary research endeavors
  ➢ Assist faculty with development of Institutional Review Board (IRB) protocols and reports

• Plan, manage, and implement programs, events, and special initiatives for SSE
  ➢ Responsible for public relations materials
  ➢ Assist with the management of the Dean’s external activities including researching potential visits and making contacts
  ➢ Cultivate relationships with partners in industry, government, education and the nonprofit sector to facilitate open communication and promote collaboration on issues important to the School's mission and strategic goals
  ➢ Facilitate the development of civic engagement experiences by working closely with faculty, students, and community partners
  ➢ Assist the Dean, Department Chairs, and faculty with coordinating special events or faculty development activities specific to SSE
  ➢ Coordinate and attends School outreach events
  ➢ Assist faculty with accreditation and program development, where needed

• Work with the Dean and School Development staff on alumni relations, community relations, and fundraising projects

• Assist the Dean with development of regional relationships with other higher education institutions, community organizations and local agencies in support of the educational and research goals of the School

• Assist the Dean with preparation of annual reports, school website and communications, and other reports on programs within the School

• Oversee the School’s public relations/media needs

• Together with the Associate Dean, represents the Dean to the University and community in the Dean’s absence

• Perform other work-related duties and special projects as assigned
REQUIRED QUALIFICATIONS: A Bachelor's degree is required. Three or more years of experience in positions of increasing responsibility; successful experience with grants and special projects; demonstrated organizational, management, problem-solving, and personal interaction skills; demonstrated ability to establish good working relationships with various School constituencies in a collegial and consultative manner, including faculty, students, staff, other administrators, alumni, friends, professional organizations, community members and the public; effective written and communication skills; and experience working with diverse populations.

PREFERRED QUALIFICATIONS: Master’s degree is preferred; experience with web management and development of outreach material; experience developing Institutional Review Board (IRB) protocols and presenting research practices and findings to the IRB Board.; demonstrated knowledge of academic culture, regulations, processes and policies.

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.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

DESIGNATED POSITION: This position is currently on the List of Conflict of Interest Designated Positions for CSU Bakersfield. This requires the filing of a statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every two years thereafter.

GENERAL INFORMATION: 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 non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on 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 or faxed 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. 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.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.