# CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>COORDINATOR of PROFESSIONAL DEVELOPMENT PROGRAMS (Extended Education Specialist II)</th>
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</thead>
<tbody>
<tr>
<td>Recruitment #:</td>
<td>#1985</td>
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<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>R04</td>
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<tr>
<td>Salary:</td>
<td>$4,656 - $6,642 per month</td>
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<tr>
<td>Department:</td>
<td>Extended University</td>
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<tr>
<td>Available:</td>
<td>April 1, 2016</td>
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<tr>
<td>Special Conditions:</td>
<td>Background/ Fingerprint</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
</tr>
<tr>
<td>Posted:</td>
<td>February 5, 2016</td>
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<tr>
<td>Closing Date:</td>
<td>February 19, 2016</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
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Under general direction, the Coordinator of Professional Development Programs reports directly to the Dean of Extended University.

**DUTIES:** The incumbent will show a high level of ability in the following areas:

**Administration**

- Plan, develop, and implement non-degree programs
- Ensure fiscal viability of programs
- Plan and oversee program budgets and a budget for the entire non-degree area
- Oversee assigned staff
- Schedule classes and deliver programs
- Recruit instructors and coordinate instructional support
- Oversee the application process for all programs
- Maintain files and records
- Oversee marketing for all programs and the area

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*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.
• Create, monitor, and apply policies to ensure quality programming

Academics
• Work closely with campus departments and academic colleagues
• Assess program outcomes and improve programs based on assessments
• Serve on the Extended University leadership team
• Work with faculty to develop effective curricula related to program goals
• Regularly review programs to improve their effectiveness and fit with community needs
• Plan and launch new programs
• Develop course outlines and curricula in cooperation with content experts and instructors

Community
• Respond to community needs
• Organize and work with community advisory groups
• Develop new programs based on community, regional, and national workforce needs
• Work collaboratively with government, non-profit and corporate organizations in the creation and delivery of non-degree programs
• Conduct community needs assessments and guide needs assessment research

Professional Development
• Maintain up to date knowledge of the field of adult education and extension
• Have knowledge of various modes of delivery including face-to-face and online instruction
• Regularly engage in environmental scans to monitor competitive programs and develop proposals for new programs

REQUIRED QUALIFICATIONS: Equivalent to graduation from a four-year college or university. Must have a minimum of three years of experience in planning classes or programs in a specialized field or area, preferably in higher, extended, or adult education. Experience developing resources, budgets and marketing plans for educational programs and acting as a liaison with the community is also required. Incumbent must have knowledge of the processes to plan and develop academic programs and ability to determine needs for new programs and assess and analyze costs; work with the marketing director to develop promotional strategies; represent CSUB and CSU in the community and develop working relationships. Incumbent must have teamwork skills to effectively and collegially participate in the formation and implementation of strategic and operational policies in the Extended University Division.

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.

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.

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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/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 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.