**Position Title:** ADMINISTRATIVE ASSISTANT  
**Recruitment #:** #079  
**Full/Part-Time:** Part-Time (10 hours per week)  
**Temporary:** Temporary, ends on or before August 31, 2016. Any continuation beyond August 31, 2016 is contingent upon satisfactory performance and available funding. Employment is at-will.  
**Salary:** $15.00 per hour  
**Department:** Advanced Educational Studies  
**Available:** Immediately  
**Special Conditions:** Background/Fingerprint Clearance  
**Sensitive Position:** Yes  
**Posted:** September 4, 2015  
**Closing Date:** September 18, 2015

**APPLICATION PACKET REQUIREMENTS**  
This position requires (including those on campus) submission of:  
- A standard CSUB, Auxiliary job application download at: (www.csub.edu/bas/hr/_files/_Recruit_Files/CSUBAuxiliaryEmploymentApplication12.21.10.pdf)  
- Names of three professional references  
- Copy of degree/transcripts/typing certificate (within 2 years), if applicable  
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

**DUTIES:** Administrative Assistant will work under the directions of the Project Director and Project Coordinator. The assistant will be involved in recruitment activities, data management, student advising, and website development. The assistant will also manage budget for Project PURPOSE and should have the necessary technology skills to maintain databases and the PURPOSE website.

**REQUIRED QUALIFICATIONS:** Four years of recent (within 3 years) of recent demonstrated responsible clerical experience including:

- Advanced knowledge of Microsoft Word and Excel in a PC environment
- Knowledge of website development
- Knowledge of special education programs
- Experience of managing budgets
- Knowledge of PeopleSoft and 25Live
- Excellent communication skills

California State University, Bakersfield Auxiliary for Sponsored Programs Administration 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.
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: If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

GENERAL INFORMATION: It is the policy of California State University Bakersfield Auxiliary for Sponsored Programs Administration 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 payroll regulations.

APPLICATION PROCEDURE: Official California State University Bakersfield Auxiliary for Sponsored Programs Administration 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 Auxiliary for Sponsored Programs Administration and will not be copied or returned.