Position Title: MIGRANT BOOK ASSISTANCE PROGRAM (MBAP) COORDINATOR

Recruitment #: #083

Full/Part-Time: Part-Time (20 – 35 hours per week)

Temporary: Temporary, ends on or before June 30, 2016. Any continuation beyond June 30, 2016 is contingent upon satisfactory performance and available funding. Employment is at-will.

Salary: $13.00 - $16.00 per hour (Anticipated hiring salary is $14.00 per hour)

Department: College Assistance Migrant Program, Migrant Book Assistance Program

Available: Immediately

Special Conditions: Background/Fingerprint Clearance

Sensitive Position: Yes

Posted: November 6, 2015

Closing Date: November 20, 2015

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

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.

Under the general supervision of the Project Director and Assistant Director, the MBAP Coordinator will recruit replacement students for graduating seniors and maintain a total of 25 migrant students per year to be served and receive book assistance.

DUTIES:
- Motivate students with important study skills, time management, financial literacy, career guidance referral and to continue to persist with remedial courses during their freshman year
- Organize presenters and student attendance to personal and professional development workshops for MBAP student cohort
- Help find student support resources on and off campus
- Help continuing students complete college and financial aid applications
- Recruitment and Outreach efforts at select high schools and current CSUB students to replace graduating student cohort annually
- Provide student recruitment follow up with missing documents on their application package
- Maintain student files and keep accurate records of student services and progress reports
- Provide Project Director with accurate data in the preparation for reporting purposes
- Provide guidance to students on maintaining academic success
- Maintain communication with Project Director and ETR for planning and reporting purposes
- Work with Project Director on purchasing and other budget related activities
- Perform other duties, within the above framework, as assigned by Project Director
- Perform duties in a responsible manner
- Attend CAMP/MBAP training sessions, meetings and events
- Report absences in a prescribed manner
- Participate in programs sponsored and/or supported by CAMP including College: Making It Happen, Cash for College, Kern County College Night, School Visits, and Summer Programs

**REQUIRED QUALIFICATIONS:** Must have a Bachelor’s degree or equivalent training and one year of successful work experience in a related field. Experience must include working with students from diverse backgrounds.

**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 Auxiliary for Sponsored Programs. 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](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.