**Position Title:** RECRUITER - COLLEGE ASSISTANCE MIGRANT PROGRAM (Recruitment Specialist)

**Recruitment #:** #091

**Full/Part-Time:** Part-Time (30 – 40 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:** $12.00 - $24.44 per hour (Anticipated hiring salary will be from $12.00 - $14.00 per hour)

**Department:** College Assistance Migrant Program (CAMP)

**Available:** Immediately

**Special Conditions:** Background/Fingerprint Clearance

**Sensitive Position**

**Posted:** February 26, 2016

**Closing Date:** March 11, 2016 Extended to April 1, 2016

---

**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.

The College Assistance Migrant Program (CAMP) is a federally funded program designed to assist students who come from migrant or seasonal farm working families to pursue a post-secondary education. CAMP is a supportive services program that provides academic assistance, cultural enrichment, career planning, and financial assistance to all of its participants. CAMP is a 5-year grant funded by the USDE, Office of Migrant Education.

**DUTIES:** This position will assist in the recruitment efforts targeting approximately 75 migrant students per year. Assist in preparation for workshops, events, leadership activities, post-secondary admissions, financial aid workshops, etc. Must possess excellent leadership skills that demonstrate sensitivity towards students’ migrant backgrounds. Incumbent will collaborate with high school counselors and community contacts. Must have a Driver’s License or the ability to obtain by date of hire and reliable transportation. Must be flexible to work some evenings and weekends. Perform other duties as assigned.
REQUIRED QUALIFICATIONS: Must be an undergraduate or graduate student with a minimum of one year of related student services experience. Experience must include working with students from diverse backgrounds.

Knowledge, Skills, Abilities: Applicant must come from or demonstrate a clear understanding of migrant background. Applicant must demonstrate working knowledge of the practices, procedures, and activities of programs serving migrant farm worker students and/or minority, low-income populations. Must possess knowledge of all aspects of recruitment and admissions for post-secondary education. Must have the ability to work effectively with minority, low-income students, university faculty, student personnel professionals, and the general public in a multicultural setting; capable of preparing clear and concise reports. Bilingual (Spanish and English) skills are required.

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.

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.