SPA JOB ANNOUNCEMENT

Position Title: PEER ADVISOR

Recruitment #: #093

Full/Part-Time: Part-Time (20-30 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 - $20.27 per hour (Anticipated hiring salary is $12.00 per hour)

Department: College Assistance Migrant Program (CAMP)

Available: Immediately

Special Conditions: Background/Fingerprint Clearance

Sensitive Position: Yes

Posted: April 29, 2016

Closing Date: May 13, 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.

Under the general supervision of the Project Director and Assistant Director, the College Peer Mentor will assist CAMP Academic Advisors with freshman cohort recruitment follow up and provide individual and small group college mentoring to freshman CAMP student cohort.

DUTIES:
- Motivate students with important study skills, time management, financial literacy and to continue to persist with remedial courses during their freshman year
- Help identify student support resources on and off campus
- Help continuing students complete college and financial aid applications
- Assist CAMP Academic Advisors with recruitment follow up to complete the application package
- Schedule students in-take interviews and tutoring sessions
- Identify service needs for students and organize related workshops
- Attend CAMP training sessions, meetings and events
Participate in programs sponsored, and/or supported by CAMP including College: Making It Happen, Cash for College, Kern County College Night, School Visits, Mock Interviews, and Summer Programs
Perform other duties, within the above framework, as assigned by Project Director

REQUIRED QUALIFICATIONS:

- Must be a current CSUB graduate or undergraduate student
- Experience in working with diverse student groups
- Bilingual (English/Spanish) preferred, but not 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 Bakersfield Auxiliary for Sponsored Programs Administration. 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 Bakersfield Auxiliary for Sponsored Programs Administration 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.