# SPA JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>PROGRAM ASSISTANT</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#115</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Temporary:</td>
<td>Temporary, ends on or before June 30, 2018. Any continuation beyond June 30, 2018 is contingent upon satisfactory performance and available funding. Employment is at-will.</td>
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<tr>
<td>Salary:</td>
<td>$3,250 per month</td>
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<td>Department:</td>
<td>College Assistance Migrant Program (CAMP)</td>
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<tr>
<td>Available:</td>
<td>Immediately</td>
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<tr>
<td>Special Conditions:</td>
<td>Background/Fingerprint Clearance</td>
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<td>Bilingual Abilities Required (English/Spanish)</td>
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<td>Sensitive Position:</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>October 3, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>October 17, 2017</td>
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**APPLICATION PACKET REQUIREMENTS**

This position requires (including those on campus) submission of:

- A standard CSUB, Auxiliary 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 (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 an educational equity program designed to assist its first-time freshman students during the first-year in college to successfully complete their freshman year at CSU Bakersfield. In High School, CAMP participants are assisted with the transition from high school to college and the completion of the college admission.

The College Assistance Migrant Program (CAMP) is seeking a qualified individual for the CAMP Program through CSU Bakersfield – Auxiliary for Sponsored Programs Administration. Generally, the work schedule will include evening and weekend shifts; therefore, candidates must have scheduling flexibility to meet the changing needs of the department and its students. The position requires constant driving to CAMP target areas.

**DUTIES:** The Information Analyst, under the guidance and supervision of the Director, shall

- Maintain budget support to assist with establishing required electronic and paper documentation for all project expenditure, budget reconciliation, travel reimbursement, annual fiscal reports and fiscal audits;
- Responsible for extensive record keeping and all clerical support such as program’s email account, ordering supplies, equipment maintenance, office maintenance to maintain a safe workplace;

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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.
• Responsible for maintaining program’s social media sites to promote student services and activities;
• Collaborate with campus departments and external agencies to meet the demands of the program;
• Collaborate and conduct outreach presentations and migrant parent advisory council sessions throughout Kern County to maintain a wider visibility of CAMP and its services for migrant students;
• Participate in HEP and CAMP regional, state, and national professional development trainings;
• Produce and maintain student files for annual reporting and programming audits;
• Produce and maintain student database template for annual reporting and programming audits;
• Review verification documents for completeness when submitted by the student at the front counter;
• Develop and coordinate open house events and monthly student study sessions;
• Develop student surveys, analyze data, and present information in staff meetings;
• Assist in coordinating and scheduling student support services and activities;
• Promote open communication and transparency in a manner that builds relationships and trust;
• Provide day to day operational leadership for staff and student team members;
• Provide excellent customer service to campus staff and students as they visit the facilities.

REQUIRED QUALIFICATIONS: Equivalent to a Bachelor’s degree from an accredited four-year college or university in a related discipline for this position AND one (1) year of professional work experience in community building and outreach, academic and career guidance, K-12 teaching experience, and/or student academic support services. Preferred experience in working with migrant youth, adults, and families. Candidates must be able to demonstrate proficiency in both Spanish and English during interview and have experience working in the Spanish-speaking community. Must have own transportation, valid driver’s license, and insurance, and the ability to complete a web-based training in defensive driving. Must be willing to travel and attend training programs off-site for occasional professional development. Must be able to work overtime, occasional holidays, and adjust working hours to meet the changing needs of the program and its students.

Ability to independently and efficiently perform detailed work with high degree of accuracy in a high-volume, deadline-driven environment. The applicant must possess:
• Effective oral and written communication skills in both English and Spanish (Bilingual abilities required).
• Professional background experience in working with Migrant or seasonal farmworkers.
• Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
• Ability to work effectively with minority, low-income students, university faculty, student personnel professionals, and general public in a multicultural setting.
• Capable of preparing clear and concise reports.
• Be self-motivated, able to work unsupervised, and in partnership with University staff, CAMP personnel, and community partnerships.
• Perform and maintain an atmosphere of excellent internal and external customer service within the University campus, CAMP department, and community.
• Effectively relate to a diverse student population that includes a wide range of ages, socioeconomic, academic, and cultural backgrounds.
• Ability to maintain confidential student records and maintain a high degree of confidentiality.
• Ability to manage small and large groups in meetings and/or presentations.
• Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, internet as well online calendaring and email.
• Regular and reliable attendance is 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.

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.
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 Auxiliary 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.