# SPA JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>NGEI GRANT BUDGET COORDINATOR (Coordinator)</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#120</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Hourly Intermittent</td>
</tr>
<tr>
<td>Temporary:</td>
<td>Temporary, ends on or before July 31, 2019. Any continuation beyond July 31, 2019 is contingent upon satisfactory performance and available funding. Employment is at-will.</td>
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<tr>
<td>Salary:</td>
<td>$25.00 per hour</td>
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<td>Department:</td>
<td>Teacher Education, School of Social Sciences &amp; Education</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>Sensitive Position:</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>January 5, 2018</td>
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<tr>
<td>Closing Date:</td>
<td>January 19, 2018</td>
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**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: (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.

**PURPOSE:** The Budget Coordinator is directly involved in the administration of the NGEI Kern Urban Teacher Residency Grant, including coordinating all paperwork required by CSUB and NGEI, budget allocations, reimbursement requests, supply order requests, expenditure tracking, and routine budget reporting. The Budget Coordinator will also be responsible for the extensive record keeping duties, all clerical support, arrangements for travel, and is expected to maintain financial records for the program.

**DUTIES:** The Budget Coordinator is responsible for overseeing the budget for the Grant and the coordination of all paperwork required by CSUB and NGEI and budget allocations. The Budget Coordinator works directly with the Grant Principal Investigator and Educational Coordinator.

- **Coordination of the daily administrative duties:**
  - Maintain budget and track expenditures/transactions,
  - Complete proper paperwork for travel expense, distribution of stipends, tuition, mentor pay, reimbursements, ordering supplies and equipment,
• Responsible for maintaining Residency page on Teacher Education website,
• Responsible for extensive record keeping duties and all clerical support such as emailing appropriate staff members and responding to emails in a timely manner,
• Arrangement of travel by booking flights, hotels, and paying any membership fees in advance,
• Work with Principal Investigator to complete annual reports.

REQUIRED QUALIFICATIONS:
• Four years of progressively responsible administrative support experience.
• Ability to independently and efficiently perform detailed work while prioritizing and paying attention to details.
• Ability to demonstrate interpersonal skills while assisting and corresponding faculty and staff in person or via email.
• Excellent written skills to assist with grant annual reports.
• Working knowledge of University infrastructure, academic and administrative structure, policies and procedures.
• Exceptional organizational and time management skills; ability to set own priorities and coordinate multiple assignments with fluctuating and time-sensitive deadlines.
• Ability to apply independent judgment, discretion, and initiative in performing job duties under general supervision.
• Excellent written and oral communication skills; thorough knowledge of English grammar, punctuation, and spelling with a demonstrated ability to produce professional communications that meet high standards for appearance, grammar, spelling, and clarity.
• Ability to effectively present ideas and concepts in written or presentation format and use consultative and facilitation skills to gain consensus.
• Excellent computer skills and proficiency with databases, on-line systems, and collaborative calendaring and email software.
• Competence in using Microsoft Word, Excel, and PowerPoint.
• Knowledge of Common Financial Systems and Financial Data Warehouse.
• Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS:
• Working knowledge of the structure of the education grants and corresponding community and district partnerships
• Working knowledge of residency programs
• Working knowledge of PeopleSoft, Common Financial System (CFS), and Financial Data Warehouse

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 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.