CSUB JOB ANNOUNCEMENT

Position Title: PROGRAM COORDINATOR (Extended Education Specialist I)

Recruitment #: #1964

Full/Part-Time: Full-Time

Employment Type: Temporary, ends on or before December 31, 2016. Any continuation beyond December 31, 2016 is contingent upon satisfactory performance and available funding.

Bargaining Unit: R04

Salary: $3,909 - $5,564 per month Exempt

Department: Extended University

Available: January 4, 2016

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: December 4, 2015

Closing Date: December 18, 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 CSU, Bakersfield 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, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

DUTIES: Under direction of the Professional Development Programs Director, the Coordinator is responsible for a broad range of assignment that require coordination with other CSUB departments and community constituents regarding Professional Development programs and students. The incumbent will provide counseling, guidance, and, when appropriate, assistance to students in the following areas: preadmission advising and application procedures and requirements. Coordinate services, i.e. Respond to telephone and email inquiries, process applications, process semester registrations, create semester course numbers, order textbooks, reserve classrooms, and track budget expenditures. Coordinate and attend on and off campus presentations, workshops, and class meetings. Make recommendations when appropriate, to the Professional Development Program Director for changes in services, procedures, or processes. Other duties as assigned and related to the maintenance of Professional Development Programs. Coordinator will be required to work evenings and weekends and out of town for specific events.
REQUIRED QUALIFICATIONS:
Experience: Equivalent to two years of experience in planning classes or programs in a specialized field or area, preferably in higher, extended, or adult education. Experience developing resources, budgets, and marketing plans for educational programs and in acting as a liaison with the community is desirable. Teaching experience in higher or extended education may be substituted for experience on a year-for-year basis.

Education: Equivalent to graduation from a four-year college or university, preferably with courses in adult education and curriculum planning.

Knowledge and Abilities: Knowledge of the procedures and practices in educational program and curriculum planning; resources of the campus and the surrounding community; and the processes required to plan and construct academic programs and course outlines. Ability to determine needs for new or revised programs; plan course hours and credit; develop course outlines with instructors; locate instructors and to assist them in understanding and completing contract arrangements; develop budgets and analyze costs; write promotional materials and to develop a variety of promotional techniques; represent the CSU system to the community and develop working relationships; manage logistics of providing classes; and maintain cost information and records.

PREFERRED QUALIFICATIONS: Experience working in a higher, extended, or adult educational setting and coursework in adult education and curriculum planning are preferred.

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. 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 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 state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield 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 and will not be copied or returned.

California State University, Bakersfield 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.