### CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>TITLE IX/DHR ADMINISTRATIVE SUPPORT (Administrative Support Coordinator I)</th>
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</thead>
<tbody>
<tr>
<td>Recruitment #:</td>
<td>#1970</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Temporary, ends on or before December 23, 2016. Any continuation beyond December 23, 2016 is contingent upon satisfactory performance and available funding.</td>
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<td>Bargaining Unit:</td>
<td>R07</td>
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<tr>
<td>Salary:</td>
<td>$2,846 - $4,484 per month</td>
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<tr>
<td>Department:</td>
<td>President’s Office</td>
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<tr>
<td>Available:</td>
<td>Immediately</td>
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<td>Special Conditions:</td>
<td>Background/ Fingerprint</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>December 11, 2015</td>
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<tr>
<td>Closing Date:</td>
<td>For priority consideration, application materials must be received by January 4, 2016 however, the position will remain open until filled.</td>
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Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

**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](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 the general direction of the Assistant to the President for Equity, Inclusion, and Compliance, the incumbent will perform a variety of complex clerical and administrative work functions to support the work functions of the Title IX Coordinator and Discrimination, Harassment and Retaliation (DHR) Administrator. Duties and responsibilities include:

**Online Trainings**

- Monitor databases of Title IX and discrimination trainings for employees and students
- Work with IT, Chancellor’s Office, and/or vendors to resolve training technical issues/problems
- Monitors lists of students and employees who do not complete the training within required timelines and provides follow-up contact.
• Monitor e-mail account for Title IX student training and respond to inquiries in a timely manner.
• Respond to questions from the campus community about the trainings

Administrative Assistant to Asst. to the President for EIC
• Receive and transmit highly complex, confidential and/or sensitive information in verbal and written form
• Evaluates incoming situations, assesses and prioritizes immediate needs and emergencies, and responds to, transfers immediately to the Asst. to the President for EIC
• Conduct initial intake interviews with office visitors or callers via telephone; gathering basic case information; responding to questions, concerns, and/or requests
• Defuse emotionally charged personalities and tense situations
• Explain the process & procedures of filing a complaint to inquiring parties and make timely referrals to the Asst. to the President for EIC
• Conduct research on campus trends, best practices, policies and other relevant background.
• Organizes special events, trainings, workshops, and other activities in support of Title IX/DHR/Clery
• Draft and edit legal documents and reports
• Review, update, and maintain Title IX and DHR materials as necessary, including brochures, booklets, and posters
• Prepare materials for distribution at orientation, campus presentations, and other campus events
• Take and disseminate notes for the Title IX Advisory Committee and Clery Compliance Committee
• Make appointments and manage calendar
• Draft and type correspondence and memorandums
• Prepare envelopes for mailings and labels for files
• Assist with on-campus routing of confidential documents
• Maintain confidential office files and complaint/contact records
• Assist with faculty recruitments and applicant data forms.
• Coordinate travel arrangements and claims
• Maintain Equity, Inclusion, and Compliance website
• Work with student interns and employees, as necessary.
• Provides back-up administrative support to the Office of the President during absences and/or overload
• Other duties as assigned.

REQUIRED QUALIFICATIONS:
• 4 years of progressively responsible experience in administrative work.
• Knowledge and competence in Microsoft Word, Excel, and PowerPoint
• Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
• Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
• Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
• Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
• Thorough knowledge of English grammar, spelling and punctuation.
• Ability to interpret, communicate and apply policies and procedures.
• Demonstrated ability to maintain a high degree of confidentiality.
• Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
• Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
• Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

PREFERRED QUALIFICATIONS: An Associate of Arts Degree or Bachelor’s Degree is preferred.

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.
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.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

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.

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.

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