CSUB JOB ANNOUNCEMENT

| Position Title: | DEPARTMENT COORDINATOR  
                   (Administrative Support Coordinator II) |
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<td>Recruitment #:</td>
<td>#1971</td>
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<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
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<td>Employment Type:</td>
<td>Permanent</td>
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<td>Bargaining Unit:</td>
<td>R07</td>
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| Salary: | $3,115 - $4,913 per month  
                      Non-Exempt                      |
| Department: | Teacher Education                           |
| Available: | Immediately                                 |
| Special Conditions: | Background/ Fingerprint |
| Sensitive Position: | Yes                                         |
| Posted: | December 18, 2015                           |
| Closing Date: | January 4, 2016                             |

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)
- 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.

Within the School of Social Sciences and Education, the Department of Teacher Education serves four main programs: Child Adolescent Family Studies, Curriculum and Instruction, the Multiple Subject Credential Program, and the Single Subject Credential Program. It is responsible for providing quality academic programs to undergraduate and graduate students with goals of contributing to education.

The Administrative Support Coordinator, under the general supervision of the Department Chair, is responsible for assisting with all aspects of the department, including providing assistance to the faculty and credentials staff, entering the course schedule, tracking department budget, ordering supplies, processing travel claims, drafting faculty contracts, and answering phone and email inquiries daily.

DUTIES:
Clerical and administrative support
- Enters course schedule and all other relevant information in PeopleSoft
- Supports department chair in monitoring faculty work load and make adjustments as needed
- Update any relevant information to work load and job codes

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.
Monitor class enrollment for minimum enrollment numbers and waitlists
- Completes faculty hire forms based on WTU’s for all part time faculty
- Prepares special consultant pay forms
- Prepares, tracks and obtains signatures for department documents such as add/drop slips, business meal approval forms, and any other documents pertaining to the department.
- Receives all initial requests for the general information about the department, and interacts with a variety of individuals including faculty, staff, students and community members
- Attends and transcribes department meeting minutes and credential meeting minutes and distributes to department chair for approval
- Completes and follows up with facility work orders, Reprographic work orders, IT requests and 25Live requests for Teacher Education and Credentials Office
- Maintains and purchases office supplies for Teacher Education Department and Credentials office.
- Schedules meetings and prepares materials if necessary
- Direct and assists students with any questions or concerns regarding their schedule, registering or contacting faculty
- Maintain web site for Teacher Education and the Credentials office, including updating forms/links, dates, faculty information and building new pages as necessary
- Maintain department blackboard page under direction of Department Chair
- Maintains social media sites including updating information

Faculty Support
- Coordinates faculty travel including obtaining all necessary signatures and approvals prior to travel and processing travel claims upon return
- Assist faculty with change of grade forms, course materials, paychecks, 25Live requests
- Purchases and tracks Master Teacher Gift cards
- Orders Desk copies of text books and special items for faculty
- Collects, tracks and monitors TPA materials received from students

Budget Support
- Assists with the planning, management and monitoring of department budgets
- Processes and tracks all accounts payable and accounts receivable transactions including, requisitions, office supplies, direct pays, chargebacks, parking requests, travel claims and business meal approvals.
- Maintain accurate records and reconcile teacher education and credential budgets with PeopleSoft
- Complete budget reports and distribute to appropriate parties
- Responsible for Pro Card purchases and reconciliation for teacher education and credentials office

REQUIRED QUALIFICATIONS: Requires equivalent to a high school diploma and five years of recent (within 3 years), progressively responsible administrative support experience. Must be computer literate and competent in use of office software, Microsoft Word and Excel, email software, and calendar software in a PC/MAC environment. Must be proficient in the use of office machines and have knowledge of office procedures and be able to learn quickly.

Must have the demonstrated ability and experience to perform the required duties.
- Ability to independently learn, interpret and apply a variety of complex policies and procedures
- Communicate clearly a variety of routine and complex information to various constituents
- Work accurately amid distractions and interruptions
- Be flexible while carrying out day to day general assignments
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- 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 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.
- Thorough knowledge of English grammar, spelling and punctuation.
PREFERRED QUALIFICATIONS: Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude. Must be willing to travel and attend training programs off-site for occasional professional development.

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.

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.

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