**CSUB JOB ANNOUNCEMENT**

**Position Title:** PROGRAM COORDINATOR  
(Student Services Professional IB)

**Recruitment #:** #1972

**Full/Part-Time:** Part-Time (30 hours per week)

**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:** $2,477.25 - $3,504 per month (based on 30 hours per week)  
Non-Exempt

**Department:** Roadrunner Parents

**Available:** Immediately

**Special Conditions:** Background/ Fingerprint/Valid California Driver’s License

**Sensitive Position:** Yes

**Posted:** December 18, 2015

**Closing Date:** January 4, 2016

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**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.

In line with the California State University, Bakersfield’s (CSUB) vision of becoming the leading campus in the CSU system in terms of community engagement, the Roadrunner Parents Association (RPA) was created in 2011. RPA has been an integral partner in the realization of this vision and plays a major role in assisting CSUB in its efforts to increasing college and financial aid awareness in Kern County. RPA is a dynamic volunteer organization dedicated to keeping parents involved in their student's education, and to supporting programs and services that promote college and financial aid awareness. Since its inception, RPA has expanded its reach to both K-12 and CSUB parents. Outreach trainings for the K-12 parent members focus on topics such as Requirements of High School Graduation and Systems of Higher Education, Financial Aid and Scholarships, Evaluating High School Transcripts, and Course Management Portal and A-G Course Requirements. The CSUB parents receive a New Parent Orientation and are supported throughout their student(s)’ years at CSUB, from Convocation to Commencement.

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**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.
DUTIES: Develop good working relationships with the campus and off campus community; Organize annual and quarterly meetings for parent committees; Organize and conduct quarterly training sessions for parent sub-groups to disseminate information about college and financial aid to students and parents in rural communities; Facilitate targeted K-12 parent leader recruitment from four regions of Kern County; Organize special events that include but are not limited to: Parent Orientation, Family Day, Parent & Student Convocation; Work closely with other outreach programs, postsecondary institutions, K-12 schools and community groups to plan and implement other services and programs designated to maximize the academic potential of 7th through 12th grade students (services and programs include but are not limited to: College Making It Happen, College and Financial Aid Application Workshops, Kern County College Night); Maintain working and responsible liaison relationships with various higher education institutions; Serve on committees that promote higher education through community outreach and involvement; Manage the parent hotline, direct email, website, and newsletters; Maintain working and responsible liaison relationships with parent members and Kern County school administrators; Facilitate fundraising campaigns for the Roadrunner Parents Association; Recruit parent members with K-12 students; Facilitate trainings on systems of higher education, financial aid, and other college-related topics for the K-12 parent component; and assume other duties as assigned by the Program Director.

REQUIRED QUALIFICATIONS: Requires equivalent to a Bachelor’s degree and a minimum of 1-year relevant experience. Bilingual capabilities (English and Spanish) desired. Must possess excellent interpersonal and communication skills, both speech and writing. Have a general understanding of first-time freshmen admission requirements and transfer requirements from community colleges to four-year institutions. Experience must include working with low-income and under-served populations. Must have the ability to work cooperatively and effectively with diverse ethnic, cultural and socio-economic population. Must have the ability to understand and work with various learning styles and innovative pedagogy, organize/adjust priorities for multiple tasks and events, and work under pressure of deadlines. Proficiency with computers and various software programs (word processing, spreadsheets, databases, etc.) required. Current valid California driver’s license required; and must complete CSUB defensive driving program upon hire.

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
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.

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.