**CSUB JOB ANNOUNCEMENT**

<table>
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<tr>
<th>Position Title:</th>
<th>STUDENT ORGANIZATION and ORGSYNC COORDINATOR (Student Services Professional – IA)</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#1973</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
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<tr>
<td>Employment Type:</td>
<td>Temporary, ends on or before June 30, 2016. Any continuation beyond June 30, 2016 is contingent upon satisfactory performance and available funding.</td>
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<td>Bargaining Unit:</td>
<td>R04</td>
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<td>Salary:</td>
<td>$3,057 - $3,740 per month Non-Exempt</td>
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<tr>
<td>Department:</td>
<td>Student Union and Student Organizational Governance</td>
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<td>Available:</td>
<td>February 1, 2016</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 23, 2015</td>
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<tr>
<td>Closing Date:</td>
<td>January 6, 2016</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.

The Student Organization and OrgSync Coordinator will assist the Director of Student Union and Organizational Governance with all major aspects of student organizations on campus that include, but not limited to the processing and maintenance of chartering forms, event proposal review, training and leadership development, general advisement of student leaders, and OrgSync Software implementation and oversight.

**DUTIES:**

Oversee the OrgSync Software and the use of the Platform

- Develop monthly workshops to train students on how to use the OrgSync platform.
- Visit the AV Campus to teach and train students on how to use the OrgSync platform.
- Monitor and update request from students on the platform.
- Oversee the promotion of events within the platform to ensure they meet the campus guidelines.
- Maintain constant promotion of the use of the platform via attending CSUB 101 classes, tabling in DDH, and tabling in the SU to ensure students on campus are aware of the platform and register.
- Assist with the development of forms, assessments, and general functionality of the program.

**Oversee the Chartering process for Student Organizations**
- Ensure all student groups, including advisors, understand the chartering requirements to be a recognized student organization.
- Maintain a database of all student organizations that have completed the process and regularly update those who have not.
- Review the submissions of student organizations constitutions and troubleshoot before the Director gives them a final review.
- Conduct quarterly make-up session for student groups who miss the initial orientation.
- Review and update the Runners Source Student Organization Handbook as needed or requested by the Director.
- Represent the area at Resource Fairs and other campus events.

**Student Organization Advisement and Trainings**
- Serve as a point of contact for student groups who are in need of guidance beyond the chartering orientation.
- Facilitate developmental workshops/trainings for student groups in the areas of Robert Rules of Order, Constitution writing, and marketing and recruitment.

**Website Maintenance**
- Maintain and update the department websites that fall under the Student Union and Organizational Governance area of responsibility.

*The examples above illustrate typical work activities and are not meant to be all inclusive or restrictive.*

**REQUIRED QUALIFICATIONS:**
- Equivalent to Bachelor’s degree and a background in program planning, implementation and evaluation accompanied by the following are essential.
- Ability to work with a diverse student population
- Attention to detail and an enjoyment of evaluation and research
- Strong organization, communication, and leadership skills.
- Ability to serve as a role model for undergraduate students and alumni volunteers.
- Competence in technology; proficiency in Word, Excel, and PowerPoint.
- Highly motivated, enthusiastic, and outgoing
- Possess and have demonstrated past leadership experience
- Understanding of the value of out-of-class involvement

**SKILLS, KNOWLEDGE, ABILITIES (SKA’s):**
- 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.
SPECIAL CONDITIONS:
- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

PREFERRED QUALIFICATIONS: A master’s degree.

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.