POSITION:

DANCE TEAM COACH
(Student Services Professional IA)

RECRUITMENT #:
#2000

FULL/PART-TIME:
Part-Time/Intermittent

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:
$17.64 - $21.58 per hour
Non-Exempt

DEPARTMENT:
Athletics

AVAILABLE:
Immediately

SPECIAL CONDITIONS:
Background/ Fingerprint

SENSITIVE POSITION:
Yes

POSTED:
March 18, 2016

CLOSING DATE:
For priority consideration, file application materials by April 1, 2016, however the position will remain open until filled.

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.

The Dance Team Coach will play an integral part in the development and implementation of a variety of activities and programs to increase the quality of the student experience at California State University, Bakersfield. This involves working hand and hand with CSUB Athletics to create a Division I atmosphere and experience at athletic events through the dance team.

DUTIES: Under general supervision of the Spirit Coordinator, this person will be responsible for, but not limited to, the following duties:

- Scheduling try outs, securing choreography, and supervision of the Dance Team participants
- Coordinating and developing ways to promote school spirit and involvement; including marketing and promotion of events and distribution of advertising and promotional materials.

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.
- Providing lead person direction for Dance Team participants, which includes scheduling and coordinating orientations, training, and providing input on skill evaluations.
- Assisting with the establishment of a strict and compliant code of conduct for Dance Team participants and ensuring policies and procedures are followed.
- Performing other duties as assigned in support of the campus and the Division of Student Affairs as assigned by the Spirit Coordinator.

REQUIRED QUALIFICATIONS: Requires equivalent to a Bachelor’s degree from a four-year college or university (attach a copy of diploma or transcripts to the application). The overall combination of education and related experience will be evaluated when determining eligibility. Incumbent must demonstrate previous success in the following: developing and/or involvement in a collegiate school spirit program; coordination of choreography for cheer or dance teams; collaborative efforts with various campus organizations; ability to prioritize and handle competing deadlines; strong leadership, judgment, interpersonal and motivational skills; and demonstrated sensitivity and commitment to serving a diverse and multicultural community. Applicant must demonstrate successful and significant involvement in programming and/or student activities or leadership programs during the collegiate career. Candidate must be able to relate well to people in a college environment, show initiative, have a conscientious attitude, be organized and have excellent communication skills. Candidate must be committed to the adherence of NCAA rules and regulations.

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.

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.