Position Title: SENIOR ACADEMIC COORDINATOR (Student Services Professional II)

Recruitment #: #2007

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R04

Salary: $3,746 - $5,325 per month Exempt

Department: Athletics

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: April 22, 2016

Closing Date: May 13, 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.

DUTIES: Under general direction of the Deputy Athletics Director, the incumbent will have responsibility for providing academic advisement to student-athletes (including one of the basketball programs). The primary goal for this position is to create an environment for the student-athletes which fosters and supports retention and timely graduation. The position will also serve in assisting with oversight of the Kegley Center for Student Success. The goal will be achieved through the following duties:

- Monitor and evaluate academic progress of assigned student-athletes (includes at least one high profile sport) to ensure compliance with institutional, conference and national eligibility requirements.
- Provide monthly report on student-athletes’ academic progress to identified key stakeholders.
- Educate student-athletes on NCAA rules/eligibility and personal responsibility.
- Assist with APR submission and forecasting.
- Assist in the continuing eligibility certification process.
- Make appropriate referrals to campus resources as needed.
- Serve as liaison to campus academic advisors
• Create a comprehensive academic plan for each student-athlete and develop a process for tracking the progress for each athlete.
• Provide academic advising, transfer evaluation review, course selection and registration assistance to new and continuing student-athletes.
• Utilize progress reports to implement intervention and communicate the outcomes to appropriate constituents.
• Foster and maintain collaboration with coaches in order to create a comprehensive partnership for student-athlete success.
• Work as a team with the advisors from the Kegley Center for Student Success as well as other staff and faculty advisors on campus to develop and maintain a seamless advising process.
• Collaborate with other key stakeholders such as admissions and records, tutoring and counseling in the academic assistance of student-athletes.

REQUIRED QUALIFICATIONS: Requires equivalent to graduation from a four-year college or university (attach copy of degree/transcripts to employment application) and have two years of experience in one of the Student Services program areas or a related field. General knowledge of the principles, practices and trends of the Student Services field as well as knowledge of, or ability to quickly learn academic advising and academic policies and procedures. Excellent ability to interpret and apply policies and procedures independently and use sound judgment and discretion to act when precedents do not exist. Proven ability to communicate effectively, both verbally and in writing; to include one-to-one, small group, and large group presentations. Excellent ability to exercise confidentiality, discretion and independent judgment and to handle highly sensitive interpersonal issues. Must have excellent interpersonal skills, demonstrate ability to work closely with a diverse population and have the ability to relate well with faculty, students and staff on and off campus. Thorough knowledge and competency of computers and their applications (e.g., Word processing software programs, presentations and spreadsheets). Work independently and plan day-to-day activities; establish and maintain working relationships; and able to work some nights and weekends. Candidate must be committed to the adherence of NCAA rules and regulations.

PREFERRED QUALIFICATIONS: Professional experience in working with student-athletes and NCAA rules and regulations is preferred. Master's degree in a job related filed is preferred and may be substituted for one-year of professional experience.

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.

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.