CSUB JOB ANNOUNCEMENT

Position Title: 
STUDIO TECHNICIAN (Instructional Support Technician III)

Recruitment #: 
#2008

Full/Part-Time: 
Full-time

Employment Type: 
Permanent

Bargaining Unit: 
R09

Salary: 
$4,107 - $6,473 per month

Department: 
Art Department

Available: 
Immediately

Special Conditions: 
Final candidate will be required to successfully complete Background/ Fingerprint, DMV clearance, and Pre-Employment Physical.
Valid Forklift Certification - (must have, or be able to obtain within three months of appointment date)
Valid CA Driver’s License (must have, or be able to obtain by date of hire)

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.

Create and maintain a safe environment supportive of the instructive and creative process. Oversee and facilitate student design and fabrication of art projects through the safe use of department tools and materials. Perform specific tasks related to the support of art instruction as directed by individual faculty. Procure materials required to support creation of art projects as assigned by individual faculty.

DUTIES: 
Student instruction and oversight related to safe and efficient use of department equipment and materials; Management and maintenance of wood shop and tools, painting area, printmaking area, digital lab, photo area, senior studios; Inventory, ordering, and restocking of materials needed by all overseen areas. This will include product research and off-campus purchasing trips, and the completion of all department requisitions for equipment as requested by faculty; Support the activities of visiting artists; Assist with installations, fabrication and projects in the

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university galleries; Submit work requests to Facilities Management as required to keep building and grounds in safe and clean working order; Attend training and maintain skill currency as appropriate to safely and effectively complete assignments; Custom design and fabrication related to course materials, tools and managed facilities; Perform other job-related duties and special projects as assigned.

**Physical Demands & Work Environment:**

- 50% or more of the activities involve walking, standing, squatting, kneeling or climbing; lifting heavy weight objects which may exceed 50 pounds
- Exposure to excessive noise
- Around moving machinery
- Exposure to marked changes in temperature and/or humidity
- Exposure to dust, fumes, gases, or radiation, microwave
- Drives motorized equipment
- Works in confined quarters
- Must be able to move or lift 75 pounds
- Must be able to operate forklift and delivery vehicles to travel across campus to offices
- Extended periods of pulling, pushing, standing, stooping, bending. Working with computer keyboard to enter and retrieve information and data.

**REQUIRED QUALIFICATIONS:** Equivalent to four years of experience providing instructional support services for a related unit or discipline, or in producing materials or supplies or repairing equipment in a discipline related to specialty area to which assigned.

*or*

Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area to which assigned may be substituted for one year of the required experience.

*or*

Equivalent to four years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the specialty area to which assigned may be substituted for two years of the required experience.

- 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.
- 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.
- Proficiency on woodworking tools including but not limited to table saw, panel saw, chop saw, router table, band saw, lathe, drill press and experience in metalworking, using shear, break, roller, welding, casting, forging, plasma cutting, mig welding.
- Additional experience in mold making, wood joinery, fabrication, gallery and site installation and construction skills are a plus.
- Proficiency on Mac computers.

**PREFERRED QUALIFICATIONS:** MFA or BFA in Studio Art with 2 or more years of relevant work 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.

**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.

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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.