CSUB JOB ANNOUNCEMENT

Position Title: ASSISTANT TO THE ASSOCIATE VICE PRESIDENT, ACADEMIC PROGRAMS (Administrative Analyst/Specialist – Non Exempt)

Recruitment #: #2009

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R09

Salary: $3,288 - $5,529 per month Non-Exempt

Department: Office of the Associate Vice President for Academic Programs & Dean of Undergraduate and Graduate Programs

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: April 22, 2016

Closing Date: May 6, 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 the general supervision of the Associate Vice President, the incumbent has general responsibility for the success of the diverse activities of the office. While the duties vary and may change, the Administrative Analyst oversees the budgets of all offices, programs and grants reporting to the Associate Vice President and the Director of Operations and Support; runs regular reports from data warehouses; maintains and updates CSUB’s programs in the system degree database; schedules Student Academic and Non-Academic Grievance hearings; serves as the staff person for: Academic Petition Committee, University Program Review Committee, Early Enrollment for high school students, and First Year Experience; responsible for input of GST and CSUB courses in the PeopleSoft schedule of classes, including preparing forms to update the catalog and processing of student evaluations; maintains and updates the Office of Academic Programs, Office of Undergraduate Studies and Office of Graduate Studies websites; provides work direction to student assistants; property custodian and other duties as assigned.

REQUIRED QUALIFICATIONS: Requires the equivalent to a Bachelor’s degree (attach copy of college degree/transcripts to application) and two years of recent (within 3 years), progressively responsible budgetary and clerical experience. Requires knowledge of PeopleSoft or similar information management system. Requires
demonstrated competency in the use of a computer and related production software (e.g., MS-Word and Excel) and ability to learn new online services (e.g., SharePoint, DropBox, Doodle, etc.). Experience with the development of university publications or comparable publications. Flexible and able to work under tight deadlines. Must possess the ability to research, understand and apply specific technical knowledge and requires effective communication with various individuals of diverse cultural backgrounds. The overall combination of education and experience will be considered in the evaluation of all candidates.

PREFERRED QUALIFICATIONS: A Bachelor’s degree is preferred (attach copy of college degree/transcripts to application). Demonstrated ability to use data warehousing solutions (CFS and/or Analytics) as well as familiarity with CSU and CSUB policies are preferred. Experience on a university campus or related educational environment which involves the coordination of administrative work to ensure the efficient operation of the organization is strongly preferred.

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.

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.

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.