CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>ATHLETICS ACADEMIC ADVISOR (Student Services Professional II)</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2019</td>
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<tr>
<td>Full/Part-Time:</td>
<td>Full-time</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Permanent</td>
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<tr>
<td>Bargaining Unit:</td>
<td>R04</td>
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<tr>
<td>Salary:</td>
<td>$3,746 - $5,325 per month</td>
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<tr>
<td>Department:</td>
<td>Athletics</td>
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<td>Available:</td>
<td>June 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>May 13, 2016</td>
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<tr>
<td>Closing Date:</td>
<td>May 27, 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)
- 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 primary goal for this position is to create an environment for student-athletes which fosters and supports retention and timely graduation. The position will also serve in assisting with oversight of the Keglley Center for Student Success.

DUTIES: Under general supervision, the incumbent will have responsibility for providing academic advisement to student-athletes. The primary goal for this position is to create an environment for student-athletes which fosters and supports retention and timely graduation. This goal will be achieved through the following duties:

- Monitor and evaluate academic progress of assigned student-athletes to ensure compliance with institutional, conference and national eligibility requirements.
- Provide monthly report on student-athletes’ academic progress to identified key stakeholders.
- Monitor student-athlete registration on a monthly basis to ensure student-athletes continue to be enrolled in appropriate classes.
- Educate student-athletes on NCAA rules/eligibility and personal responsibility.

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.
• Make appropriate referrals to campus resources as needed.
• Advise student-athletes with identifying appropriate majors and scheduling courses, while ensuring that course schedules are balanced and fit the time and season constraints of student-athletes as well as practice schedules.
• Assist and counsel student-athletes in identifying and evaluating their academic problems.
• Create a comprehensive academic plan for each student-athlete and develop a process for tracking the progress of 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 strategies and communicate the outcomes to appropriate constituents.
• Foster and maintain collaboration with coaches in order to create a comprehensive partnership for student-athlete success.
• Assist in the development and facilitation of student-athlete workshops
• 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.
• Develop and maintain a streamlined process for all changes to student-athlete records such as registration, schedule changes, major changes etc. that would have an effect on compliance, eligibility, or academic progress rate.
• 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 two years professional 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; including 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; demonstrated 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 of computers and their applications (e.g., word processing software programs, presentations and spreadsheets). Work independently and plan day-to-day activities; communicate effectively both orally and in writing; establish and maintain effective working relationships; and work occasionally on Saturdays for student orientations.

Candidate must be committed to the adherence of NCAA rules and regulations

PREFERRED QUALIFICATIONS: Professional experience in working with student-athletes, educational plans, and NCAA rules and regulations is 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.

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.