CSUB JOB ANNOUNCEMENT

Position Title: STUDENT SERVICES PROFESSIONAL – Temporary Pool

Recruitment #: #2085

Full/Part-Time: Time base varies/ Intermittent – This recruitment creates a pool of qualified applicants to be contacted for various student services professional positions on campus as needed.

Employment Type: This is a Temporary and/or hourly intermittent appointment - no probationary period applies and no permanent status is granted. This temporary position ends on or before June 30, 2017. Any continuation beyond June 30, 2017 is contingent upon satisfactory performance and available funding.

Bargaining Unit: R04

Salary: 
- NON-EXEMPT - 
  - STUDENT SERVICES PROFESSIONAL IA - $18.17 - $22.22 per hour
  - STUDENT SERVICES PROFESSIONAL IB - $19.63 - $27.76 per hour
  - STUDENT SERVICES PROFESSIONAL II – $17.97 - $29.19 per hour

Department: Varies

Available: Varies

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: October 28, 2016

Closing Date: Priority deadline is November 14, 2016; however, this position will remain open, accepting applications through December 16, 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: Student Services Professionals are responsible for providing a wide variety of professional services and activities ranging from preadmission to the university through post-graduation. The purpose of these services and activities is to assist students in making successful progress toward their degree objectives; to provide learning

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experiences which supplement those in the classroom; and to assist and encourage students to utilize effectively the knowledge, skills and abilities learned during their university careers. Such services and activities may include providing information and guidance to students; assisting students to think through problems and select suitable solutions and courses of action; evaluating student needs and authorizing services; coordinating and administering programs, events, and projects; facilitating student involvement in campus life; advocating the needs of individual students and groups of students to university administrators, faculty and staff; and providing support and assistance to students facing a variety of personal as well as institutional problems, questions and challenges. In addition, Student Services Professionals may serve as “working supervisors” or lead persons.

REQUIRED QUALIFICATIONS: Attach copy of degree/transcripts to the employment application.

Student Services Professional IA: Knowledge & Abilities: Working knowledge of the basic principles of individual and group behavior; research and observation techniques for the purpose of recording, classifying, and interpreting factual information; and the techniques and methods of interviewing. Ability to gather and analyze data; reason logically, draw valid conclusions and make appropriate recommendations; participate in and contribute to group meetings, conferences and interviews; clearly express ideas and recommendations orally; write clear and concise reports; and establish and maintain cooperative working relationships with students, staff and faculty. Experience: Some experience required. Education: Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field. Specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.

Student Services Professional IB: Knowledge & Abilities: Working knowledge of the methods and problems of organization and program management; research and interviewing techniques; principles of individual and group behavior; the ability to rapidly acquire such knowledge of the organization, procedures and activities of the specific campus to which the position is assigned; and the basic principles, practices and major trends in the Student Services field to which assigned. Ability to rapidly acquire a working knowledge of the specific objectives of the campus Student Services program and its relationship to the total campus operation; interpret and apply program rules and regulations; gather and analyze data; reason logically, draw valid conclusions and make appropriate recommendations; present clear and concise information orally and in written reports; and establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations and other private and public agencies. Experience: Possession of these knowledge and abilities is typically demonstrated through the equivalent of one year of experience in professional Student Services work at the entry trainee level. Equivalent amounts of graduate level job-related education may be substituted for the required experience. Education: Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration, or a job-related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.

Student Services Professional II: Knowledge & Abilities: Working knowledge of the practices, procedures and activities of the program to which assigned; general knowledge of the methods and problems of organizational and program management. General knowledge of research and interview techniques; and of the principles of individual and group behavior. Ability to interpret and apply program rules and regulations; use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements; obtain factual and interpretative information through interviews; reason logically; collect, compile, analyze and evaluate data and make verbal or written presentations based on these data; advise students individually and in groups on routine matters where required; recognize multicultural, multi-sexed and multi-aged value systems and work accordingly; establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts; and, rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned. Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas Services Office. Possession of these knowledge and abilities typically is demonstrated through the Experience requirements below. Experience: Possession of these knowledge and abilities is typically demonstrated through the equivalent of two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A master's degree in a job-related field may be substituted for one year of the professional experience. Education: Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.

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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.

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