# CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>DIRECTOR OF INTENSIVE ENGLISH LANGUAGE CENTER (IELC) (Administrator I)</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2113</td>
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<tr>
<td>Full/Part-Time:</td>
<td>Full-time</td>
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<tr>
<td>Employment Type:</td>
<td>MPP – this administrative position is part of the California State University Management Personnel Plan. No tenure or permanent status can be achieved within the MPP.</td>
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<td>Bargaining Unit:</td>
<td>M80</td>
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<td>Salary:</td>
<td>The salary is competitive, depending upon qualifications and experience of the successful candidate. This 12-month administrative position is part of the California State University Management Plan and includes an excellent benefits program.</td>
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<td>Department:</td>
<td>Extended University</td>
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<td>Available:</td>
<td>March 1, 2017</td>
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<tr>
<td>Special Conditions:</td>
<td>Background/ Fingerprint &amp; Credit Clearance</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>January 27, 2017</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>February 17, 2017</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](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.

California State University, Bakersfield opened in 1970 as the 19th member of the 23-campus California State University system. As the only public four-year institution within a 100-mile radius, CSUB is committed to being a comprehensive regional university and strives for academic excellence. Our four schools offer majors in 31 undergraduate degree programs, seven credential programs, and 17 graduate degree programs. CSUB has an enrollment of over 8,000 students, and serves a socially and ethnically diverse population. Under new campus leadership, CSUB is currently experiencing a vibrant period or strategic thinking, planned growth, and creative change. The city of Bakersfield has a population of 347,483 and has one of the lowest housing costs in the state. The city of Los Angeles, the Pacific Ocean, Mojave Desert, and Sierra Nevada mountains are all within a one to two-hour drive from either campus. Candidates are encouraged to visit the University’s web site: [www.csub.edu](http://www.csub.edu).

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.
DUTIES:

Administration and Development
- Provide leadership in the development, implementation, and evaluation of quality IELC courses, student activities, and programs
- Develop and implement plans to recruit and retain international students
- Secure and manage contracts for custom programs
- Oversee supports services for students (immigration assistance, housing, registration, testing, etc.)
- Manage change and optimize fiscal and human resources in a client oriented, self-support organization
- Maintain strong links to CSUB Enrollment Services to assure smooth operation of Conditional Eligibility
- Assume responsibilities for exploring and writing grant proposals and other funding projects as assigned
- Collaborate with other CSUB College/Department administrators to establish joint programs and partnerships
- Serve as representatives and participate in the activities of selected organizations as assigned by the Dean of EUD
- Develop program contingencies or alternatives to anticipate ever-changing international market
- Develop and maintain contact with the other ESL program directors to monitor the market and competitive environment
- Oversee student assessment with a focus on learning outcomes
- Prepare students through culture and language instruction for entry into the university
- Perform all other duties that may be required for this position

Personnel
- Provide leadership and motivation for faculty and staff growth and development
- Oversee the hiring and retention of faculty
- Oversee the evaluation and assessment of instructor performance and of course quality
- Train, supervise, observe, and evaluate faculty and staff
- Conduct instructor and staff meetings on a regular basis as needed
- Coordinate professional development of instructors and administrative staff

Budget
- Generate and manage resources with particular skill in containing costs and enhancing revenue
- Develop and justify budgets for ongoing and new programs
- Monitor budgets, maintaining balance between fiscal control and program quality
- Submit term and annual financial reports to the Dean of EUD on income, expenditures and financial status of IELC

Marketing and Public Relations
- Develop and maintain academic, community, business, industry and government ties, as appropriate, to promote IELC and services for both international and local clients
- Market and recruit for IELC programs as required
- Research market demands
- Oversee social media and website presence

Interpersonal Contacts: A core component of this position is the establishment of effective working relationships with all campus and community entities. A high presence is required as well as positive interactions with:
- Campus administration
- Program faculty, staff, students
- International partners
- Vendors and local community agencies

REQUIRED QUALIFICATIONS:
- Master's degree from an accredited institution in Linguistics, TESOL, or closely related field (attach a copy of college degree/transcripts to application)
- Minimum of 5 years of experience of demonstrated leadership in Intensive Language English Program
- Minimum of 5 years teaching ESL
- At least two years of experience living and/or studying in a country outside of the U.S.
- Ability to read, write and interact in at least one language other than English

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- Practical knowledge of and experience in current issues in the management and operation of self-support programs
- Highly developed interpersonal skills and the ability to work with a diverse population of managers, ESL instructors, university personnel, office staff and international students
- Ability to communicate effectively both orally and in writing

**SKILLS:**
- Demonstrated high degree of creative talent and energy
- Ability to deal positively with the ever-changing international market
- Proficiency in preparing budgets and managing fiscal resources
- Demonstrated ability to work with senior level administrators to effect change
- Ability to employ an entrepreneurial approach to providing innovative educational programs
- Excellent leadership, collaborative and communication skills with a commitment to quality service
- Sensitivity to diverse customs and cultures and ability to deal effectively with a wide range of foreign dignitaries and sponsors

**SPECIAL REQUIREMENT:**
- In carrying out the above duties, the Director must be willing to work irregular hours, including weekends and evenings, and to travel locally and abroad as required.

**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.

**DESIGNATED POSITION:** If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

**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 commenceing 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.

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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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