CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>EVENTS SPECIALIST (Public Affairs/Communication Specialist II)</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2131</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>R09</td>
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<tr>
<td>Salary:</td>
<td>$3,515 - $5,704 per month</td>
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<tr>
<td>Department:</td>
<td>Office of Events, University Advancement</td>
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<tr>
<td>Available:</td>
<td>Immediately</td>
</tr>
<tr>
<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>March 3, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>For priority consideration, application materials must be received by March 17, 2017 however, the position will remain open until filled.</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.

DUTIES:
This full-time position is available in the Office of Events in University Advancement through California State University, Bakersfield (CSUB), and reports to the Director of Events. The position of Events Specialist works independently on a broad range of moderate to complex projects supporting the Office of Events. This position is also responsible for all aspects of the scheduling, marketing, and coordinating of the Dezember Leadership Development Center, CSUB Alumni Park, and CSUB Amphitheater. The Events Specialist also supports external guests’ requests for non-academic use of campus facilities such as the Student Union, Icardo Center, the Doré Theater, and other facilities on campus. The position will interact with members of University Advancement, the Office of the President, the CSUB Foundation, and other appropriate campus constituents as needed.
The duties and responsibilities of this position, under the supervision of the Director of Events, include but are not limited to:

- Coordinate with the Director of Events on internal and external services needed for CSUB and external events, draft forms, marketing materials, and promotional pieces, for approval by the Director of Public Affairs and Communications.
- In collaboration with the Director of Events, develop short, mid, and long-range goals (1, 2, and 3 year) for the Office of Events.
- Meet annual goals as established with the Director of Events and Vice President for University Advancement.
- Update and maintain facilities policy and procedure system for use of campus events for non-academic spaces under the supervision of the Director of Events.
- Manage Dezember Leadership Development Center, Alumni Park, and CSUB Amphitheater including marketing of venue, scheduling rooms, on-site meeting coordination, and budget tracking.
- Act as Functional Administrator of the 25Live software system and ensure its use by internal constituents to ensure internal constituents are using the official 25Live event software system.
- Work collaboratively with facility coordinators to schedule space for external guests.
- Plan and coordinate event logistics with the Director of Events as needed, to ensure consistency with all events on campus.
- Create and maintain RSVP database templates in Blackbaud NetCommunity for use by events staff, as well as for use by other members of University Advancement.
- Maximize productivity through use of appropriate tools, planned training, and performance initiatives. Research and develop resources that create timely and efficient workflow.
- Ensure completeness, accuracy, and timeliness of all operational functions.
- This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.
- Develop a working knowledge of budget policies and procedures.
- Actively participate in committees pertaining to University events. Use Raisers Edge and Blackblaud NetCommunity for mailing lists, event registration and constituent maintenance as needed for the Office of Events.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor’s degree required or equivalent higher-level event work experience may substitute for the degree requirement on a year for year basis (attach copy of college degree/transcripts to application).
- A minimum of 2 years of experience in either facility or event coordination.
- Ability to work effectively with a wide range of internal constituents including the CSUB president, vice presidents, provost, deans, faculty and CSUB staff.
- Foster positive interpersonal relationships and professional image with external and internal constituencies by adhering to customer service standards.
- Ability to work effectively with external constituents.
- Requires high-level computer knowledge to facilitate the operation of the scheduling software system, database management, and the day-to-day office operations.
- Ability to perform standard business math, track financial data, and make simple projections.
- Ability to exercise judgment and maintain confidentiality on a wide spectrum of topics and issues for which discretion is required.
- Ability to prioritize, follow-through, and meet deadlines in a fast-paced environment while providing excellent customer service.
- Must be willing to work flexible schedule as needed, which will include some evenings and weekends. Some travel may be required.
- Excellent interpersonal and communication skills, both oral and written. Strong writing, editing, and proofreading skills are required. The ability to share appropriate information in a timely and proactive fashion is essential.
- Must be highly organized, able to work independently, and have an ability to work under pressure to handle multiple prospects, requests, and meet competing deadlines.

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.