**CSUB JOB ANNOUNCEMENT**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>GREEK LIFE &amp; STUDENT LEADERSHIP COORDINATOR (Student Services Professional II)</th>
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</thead>
<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2169</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>R04</td>
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<tr>
<td>Salary:</td>
<td>$3,858 - $5,485 per month</td>
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<tr>
<td>Department:</td>
<td>Student Union &amp; Organizational Governance</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>July 6, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>July 21, 2017</td>
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</tbody>
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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.

Under the general supervision of the Director for the Student Union Inc. and Organizational Governance, the Greek Life and Student Leadership Coordinator is responsible for advisement of all aspects of Greek Life involvement on campus including advising the Greek council executive board, the National Panhellenic Council (NPC), the Inter-Fraternity Council (IFC), the Greek council, the National Pan-Hellenic Council (NPHC), and supervision of the Greek Life Intern. This position will coordinate student leaderships development for all student organizations and assist with annual registration and departmental/ university policies and procedures; will work closely with the Student Organization and RunnerSync Coordinator to plan, create and implement the annual student officer training and develop faculty/staff student organization advisor resources and support. This position serves as a Responsible Employee under Title IX for reporting incidents of sexual harassment/misconduct and/or sexual violence. This position will participate in departmental and university-wide events and committees and will establish positive/collaborative working relationships within the University Student Union. Evening work hours (and some weekend work hours) are essential to the success of the Greek Life and Student Leadership Coordinator.
DUTIES:
A. Greek Life
- Advise the Greek Council Executive Board, Greek Council, IFC, NPC, NPHC, and all aspect of CSUB Greek Life.
- Serve as a resource for the fraternities and sororities, which are a mix of national and local chapters of social and service organizations.
- Attend council meetings, as well as occasional attendance at each of the sororities/fraternities' regular meetings.
- Provide educational opportunities that foster an inclusive and responsible environment.
- Encourage positive working / programmatic relationships with other students.
- Foster leadership development while promoting a positive culture shift and alignment with best practices within each of the fraternities/sororities and CSUB Greek Life.
- Serve as the CSUB point of contact for organizations’ national offices and with sorority/fraternity umbrella organizations (NPC, NPHC, and IFC).
- Serve as coordinator of Greek Life expansion including communication with campus, community, and prospective chapters.
- Provide supervision to the Greek Life Intern.

B. Leadership Training, Development, and Education
- Coach and advise student leaders through frequent meetings, communications, and interactions.
- Research, develop, and implement effective training, development, and leadership education for student leaders.
- Provide support to student leaders in planning and executing events and activities.
- Develop materials and resources, and serve as a resource contact for faculty/staff advisors of student groups
- Plan, develop, and implement club fairs.
- Plan, attend, and/or facilitate leadership development workshops, including during evening and weekends hour when needed or directed.
- Oversee, assist, and support student leadership programs in budget development and proposals.
- Train student leaders how to use the 25Live Event Management Software and on the CSUB policies and procedures for events.

C. Organizational governance
- Coordinate with the Student Organizations and RunnerSync Coordinator on recruitment, training, and support for staff/faculty advisors to all student organizations.
- Assist with the annual online registration process for chartering student organizations through the OrgSync Software.
- Participate in campus committees, departmental initiatives, system wide programs.
- Assist in the hiring, training, and supervision of student assistants.

D. Other Job Duties
- Perform other job-related duties and special projects as assigned.
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

REQUIRED QUALIFICATIONS: 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 and two years of student services experience. 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.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to interpret, communicate and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Thorough knowledge of English grammar, spelling and punctuation.
- Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.

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.
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- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
- Regular and reliable attendance is required.

**PREFERRED QUALIFICATIONS:**
- Master’s degree in Student Affairs or equivalent.
- Three years of experience working in a University Student Union or Greek Life Office.
- Extensive knowledge of the 25Live Event Management Software.
- Demonstrated ability to use the OrgSync Software.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

**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.

**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.