**Position Title:** GRADUATE PROGRAM SUPPORT (Administrative Support Coordinator I)  

**Recruitment #:** #2172  

**Full/Part-Time:** Full-Time  

**Employment Type:** Permanent  

**Bargaining Unit:** R07  

**Salary:** $2,846 - $4,711 per month  

**Department:** School of Business & Public Administration  

**Available:** Immediately  

**Special Conditions:** Background/ Fingerprint  

**Sensitive Position:** Yes  

**Posted:** July 20, 2017  

**Closing Date:** For priority consideration, application materials must be received by **August 4, 2017**, however, the position will remain open until filled.

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.

The Administrative Support Coordinator I (ASC I) will serve as the first point of contact for current and future MBA students. The ASC I will research, collect, organize, and distribute program and student information to the appropriate administrator. The ASC I will serve as an intermediary between the MBA Director, the counselor, and the students. Also, while primarily tasked with the direct support of the MBA program. The ASC I will also assist the MPA program to ensure staff support is available.

**DUTIES:** Under general supervision, the incumbent will provide varying levels of general office, clerical, and secretarial support as well as administrative support for the Master’s in Business Administration Program on event planning and processing, scheduling, and student inquiries. The duties may include maintaining files and records, scheduling and arranging appointments, processing documents and records, gathering data through queries, and preparing reports. Additionally, the incumbent will have the responsibility, in coordination with other BPA personnel, to develop, review, and revise material for the MBA Program’s website and social media pages. Furthermore, other
duties may include renewing the tentative course schedule and updating it as requested by the department, working with faculty and staff to upload curriculum, including text, media, and images to online platforms, assisting the MBA Director with coordinating the orientation sessions for incoming students, responding to general inquiries via phone, e-mail, and appointments when necessary, and maintaining the office and graduate study lab.

Further, the incumbent will assist the MPA program, as required by the MBA director, by overseeing the graduate assistants for that program, reviewing the system for processing applications and MPA student records, and by helping ensure that the MPA program has adequate staff support.

REQUIRED QUALIFICATIONS:
- Requires completion of a high school program or its equivalent
- Requires four years of recent (within 3 years) general office experience
- Strong written and oral communication skills.
- Ability to work both independently and as part of a team.
- Dependable, organized, and able to meet established deadlines.
- Competence in Excel, Word, PowerPoint, and Publisher.
- 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 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.
- Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS:
- Experience in public speaking.
- Familiarity with the CSUB campus and its services.
- Knowledge of the CSUB MBA application process.
- Background in Business Administration or equivalent.
- Familiarity with maintaining a website.
- Proficient at editing text for clarity and coherence.
- Experience creating online content.

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.

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.
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.