CSUB JOB ANNOUNCEMENT

Position Title: MARC U*STAR PROGRAM COORDINATOR (Administrative Support Coordinator I)

Recruitment #: #2183

Full/Part-Time: Part-Time (20 hours per week)

Employment Type: Temporary, ends on or before May 31, 2018. Any continuation beyond May 31, 2018 is contingent upon satisfactory performance and available funding.

Bargaining Unit: R07

Salary: $1,423 - $2,335.50 per month (based on 20 hours per week) Non-Exempt

Department: School of Social Sciences & Education

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: August 10, 2017

Closing Date: August 25, 2017

THIS RECRUITMENT IS AVAILABLE TO CURRENT ON-CAMPUS EMPLOYEES ONLY.

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.

The Coordinator is directly involved in the administration of the grant, including coordinating all paperwork required by CSUB and NIH, budget allocations, reimbursement requests, website design and maintenance and supply order requests. The coordinator will also be responsible for the extensive record keeping duties, all clerical support, arrangements for travel, and coordination of extramural research and travel for the students in the program, and expected to maintain records for evaluation of the students and the program. Lastly, the coordinator will be involved in outreach and promotion of the Pre-MARC* U STAR and MARC U*STAR programs including such duties as creating brochures and posters for the program.

DUTIES: Under the supervision of the Director of MARC* U STAR Program, the Coordinator is responsible for overseeing daily operations of the MARC* U STAR Grant. The Coordinator is responsible for all paperwork required by CSUB and NIH and budget allocations. The coordinator is also in direct contact with students and faculty in the program to facilitate intermural and extramural research.

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.
Coordination of the daily administrative duties:
- Maintain budget and track expenditures/transactions
- Complete proper paperwork for travel expense, distribution of stipends, tuition, mentor pay, reimbursements, ordering supplies and equipment.
- Responsible for website design and maintenance
- Responsible for extensive record keeping duties and all clerical support such as emailing appropriate staff members and responding to emails in a timely manner
- Arrangement of travel by booking flights, hotels, and paying any membership fees in advance
- Expected to maintain records for evaluation of the students and the program
- Work with Director to complete annual reports

Coordination of all student programs:
- Recruitment of students for both Pre-MARC* U STAR and MARC* U STAR Program by creating advertising material, posting it around campus, sending mass emails to the campus, and direct emails to professors
- Create advertising materials: Recruitment survey using Qualtrics, create posters and brochures while following University guidelines
- Develop structure of Pre-MARC* U STAR Program to closely align with the MARC* U STAR Program to increase applicants to MARC* U STAR Program
- Serve as part of the selection committee for MARC* U STAR Program
- Serve as a resource for future and current MARC* U STAR Scholars
- Arrange extramural research experiences

REQUIRED QUALIFICATIONS:
- Four years of progressively responsible administrative support experience.
- Ability to independently and efficiently perform detailed work while prioritizing and paying attention to details.
- Ability to demonstrate interpersonal skills while recruiting students, assisting students with applications, corresponding with students, faculty, and staff in person or via email.
- Exceptional public speaking skills to present recruiting material and teaching material to students.
- Ability to create PowerPoint presentation with “Research Introduction” content for students.
- Exceptional research experience to assist with literature reviews, research design, and research analysis when needed.
- Excellent written skills to assist with grant renewals and research manuscripts.
- Knowledge of biomedical and behavioral science research to stay within the NIH guidelines when selecting new student cohort and assisting students with research experiment.
- Knowledge of university guidelines for advertisement procedures.
- Ability to create brochures and poster using appropriate software.
- Working knowledge of University infrastructure, academic and administrative structure, policies and procedures.
- Exceptional organizational and time management skills; ability to set own priorities and coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Ability to apply independent judgment, discretion, and initiative in performing job duties under general supervision.
- Excellent written and oral communication skills; thorough knowledge of English grammar, punctuation, and spelling with a demonstrated ability to produce professional communications that meet high standards for appearance, grammar, spelling, and clarity.
- Ability to effectively present ideas and concepts in written or presentation format and use consultative and facilitation skills to gain consensus.
- Excellent computer skills and proficiency with databases, on-line systems, and collaborative calendaring and email software.
- Competence in using Microsoft Word, Excel, and PowerPoint.
- Knowledge of Qualtrics and SPSS.
- Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS:
- Some knowledge of the Biomedical Sciences or Behavioral Sciences.
- HSIRB Human Subjects Certification and IACUC Certification
- Working knowledge of PeopleSoft and the Common Financial System (CFS)
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/EmplRecr/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.