# CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>COMMUNICATIONS, SPECIAL PROGRAMS, &amp; STUDENT DEVELOPMENT COORDINATOR (Student Services Professional II)</th>
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</thead>
<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2185</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>
</tr>
<tr>
<td>Salary:</td>
<td>$3,935 - $5,595 per month Exempt</td>
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<tr>
<td>Department:</td>
<td>Student Recreation Center</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>
</tr>
<tr>
<td>Posted:</td>
<td>September 8, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>For priority consideration, application materials must be received by September 29, 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](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.

**About the Student Recreation Center:** The Student Recreation Center opened in 2009 and is a 75,130 square-foot, $21.7 million state-of-the-art facility located in the heart of campus. Features include a fitness area (termed “Fit Floor”) equipped with 60+ cardio machines including treadmills, elliptical cross-cross trainers, bikes, climbers, as well as free weights variable resistance weight machines, core strength area, and a stretching area. In the center of the Fit Floor is a 4-sided television tower with a total of twenty-four 50” LCD televisions. There is also a three-court gymnasium that includes a multi-activity court (MAC) and a three-lane suspended track. The facility centerpiece is a 34-foot high freestanding rock wall capable of accommodating up to seven roped climbers simultaneously. Outdoor facilities include sand volleyballs courts, a lit field, and tennis courts. The SRC is planning on expanding facilities and program offerings to students along with the planned growth of the university. We value creativity and enthusiasm with vision that will assist in developing a premier recreation program that will inspire and engage the CSUB community and beyond.
General Information: 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 10,000 students, and serves a socially and ethnically diverse population. 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 campus. Candidates are encouraged to visit the University’s web site: www.csub.edu.

DUTIES: Under the general supervision of the Student Recreation Center Director, the incumbent will provide daily mentoring, engagement, and development to CSUB students. He/she serves as a member of the SRC Leadership Team and provides direction to this group in the areas of Marketing, Special Programs, and Student Development based on safe operating practices, NIRSA standards and positive service methods. Main responsibilities include developing, planning, and implementing the Student Recreation Center’s marketing and communication strategies to promote awareness and participation in recreation facilities and programs. The Coordinator will be responsible for the creation, design, and production of all promotional materials, newsletters, website and social media management. The Coordinator will develop, coordinate, collaborate, and participate in special programs for campus engagement as well as activities for current and prospective CSU Bakersfield students and staff, including orientation, welcome week, and other cross campus programs. The Coordinator will manage the overall staff training events and student development opportunities for the Student Recreation Center student staff.

REQUIRED QUALIFICATIONS: Graduation from a four-year college or university, in communications, marketing, sports management or other job-related major and two years of professional experience with one of the two years in campus recreation work. Graduate assistantship positions may qualify for work experience.

Experience
- Demonstrated experience of ability to coordinate multiple simultaneous projects.
- Proficiency in graphic design should include Photoshop, Adobe Suite, and presentation programs
- Skill in writing press releases, newsletters, and/or developing web content.
- Competency in using Windows based computer systems and Microsoft applications.
- Knowledge of Apple based computer systems and applications.
- Experience developing publication and advertising materials.
- Knowledge of communications management and marketing
- Excellent oral and written communication skills.
- Demonstrated commitment to working with a diverse group of clientele and ability to model open, respectful, and supporting behaviors with team members.

PREFERRED QUALIFICATIONS:
- A Master’s degree in a directly related field.
- Experience marketing and promoting university recreation including using social and emerging media.
- Experience with university recreation special events, training workshops, staff development and staff recognition.
- Previous supervision of staff with demonstrated skill in group leadership.
- Demonstrated experience working with graphic design, print media, social media, multi-media and web development.
- An understanding of the basic principles of student development and campus recreation programming in order to mentor, teach, train, and evaluate students.
- Proficient computer skills in Adobe, Photoshop, Adobe Illustrator, basic video production, and presentation programs.
- Skills in conducting market research, survey development and implementation, focus group facilitation, and assessments.
- Current NIRSA member.
- Current American Red Cross certification in CPR, AED, and First Aid (or ability to obtain within first 30 days of employment).
- American Red Cross Instructor certification in CPR, AED, and First Aid.
- Regular and reliable attendance is 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.

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.
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.