Position Title: OUTREACH COORDINATOR OF SPECIAL PROGRAMS (Student Services Professional III)

Recruitment #: #2206

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R04

Salary: $4,288 - $6,109 per month Exempt

Department: Outreach Services, Enrollment Management

Available: Immediately

Special Conditions: Background/Fingerprint

Sensitive Position: Yes

Posted: October 27, 2017

Closing Date: November 10, 2017

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.

The incumbent will work in tandem with the Director of Outreach to enhance services available within the Outreach Department, as well as take a lead on the curriculum development, implementation, and assessment of the University Promise with the Kern High School District.

DUTIES:

- Provide leadership, management, and communication development for special programs by working in tandem with the Director of Outreach
- Lead the development and implementation of college readiness and preparation for prospective students, parent, counselors, and community organizations
- Responsible for strategic planning, goals, outcomes, and implementation of practices related to student recruitment and enrollment, as well as community engagement
- Manage student staffing intake, roles, and scheduling
- Provide training to outreach counselor and student ambassadors
- Perform other job-related duties and special projects as assigned
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments

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.
• Assist the organization and implementation of new student orientation for incoming freshman and transfer students
• Provide budget oversight and allocation
• Provide analytical and strategic support to University Outreach
• Foster and maintain constituent relationships within the community

REQUIRED QUALIFICATIONS:
• Equivalent to graduation from a four-year college or university in a related field, including or supplemented by upper division or graduate course work in job related major.
• A master’s degree in Higher Education or a directly related field may be substituted for one year of experience.
• Minimum of three years of progressively responsible student services work experience
• 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.
• Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
• 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.
• Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
• Ability to advise students individually and in groups on complex student related matters such as: financial aid and college admissions requirements
• Performs highly complex work by recommending courses of action and implementing proposed solutions
• Utilizes high-level analytical skills and high-level interpersonal skills in working complex problems
• Determines level of services and other resources to be provided to individuals or groups of students where guidelines and precedents do not exist

Special Conditions:
• Must be willing to travel and attend training programs off-site for occasional professional development.
• Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
• Some weekends and evening work are part of the position

PREFERRED QUALIFICATIONS:
• M.A, or M.Ed. with a related field
• Seven years of progressively responsible student services work experience
• Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
• Experience developing and implementing a college preparation program for students in 9th -12th grade
• Experience coordinating, and implementing events, conferences, workshops, seminars for K-12 students, K-12 parents, K-12 professionals
• Experience working with high school students, and parents from diverse backgrounds
• Experience within university outreach programming
• Knowledge of college preparation standards and practices

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](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.