## CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title</th>
<th>DEGREE CLEARANCE &amp; POST-BACCALAUREATE ADMISSIONS PROCESS SPECIALIST (Administrative Analyst/Specialist – Exempt I)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2221</td>
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<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>R09</td>
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<tr>
<td>Salary:</td>
<td>$3,897 - $6,453 per month</td>
</tr>
<tr>
<td>Department:</td>
<td>Enrollment Management</td>
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<tr>
<td>Available:</td>
<td>Immediately</td>
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<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>December 1, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>December 22, 2017</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.

The Degree Clearance & Post-Baccalaureate Admissions Process Specialist is responsible for the development of processes in identifying students nearing or approaching undergraduate degree requirements and provides support in coordinating all methods and procedures toward successful and progressive processes toward awarding degrees, while contributing toward CSU system-wide efforts to improve graduation rates. The incumbent employs data and analytics to maximize processes and improves existing workflow plans by utilizing student information system features and tools.

As part of and being responsible for processing candidates for degrees, this position also incorporates various methods and strategies on facilitating post-baccalaureate studies and prospective admissions for eligible applicants by working closely with graduate or post-baccalaureate programs/faculty coordinators, academic programs, and other support staff resources. The Degree Clearance & Post-Baccalaureate Admissions Process Specialist serves as a point of contact for post-baccalaureate-related admission processing tasks for prospective students, departments and coordinators and works closely with other admissions and records staff in developing, analyzing impacts, and streamlining processes.

*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.
The Degree Clearance & Post-Baccalaureate Admissions process specialist will develop and maintain accurate and transparent documentation of the overall process and work flow in order to maintain levels of productivity and sustainability in these areas.

**DUTIES:**

- Evaluate overall operational processes to meet high-volume demands and progressively move toward developing, implementing, and sustaining processing standards for degree processing. Use available resources such as data and trend reports to objectively assess and measure complexities in workflows, timelines, and outcomes to determine opportunities toward developing and executing administrative efficiencies.

- Coordinate and maintain processes for identifying students who are eligible to receive degrees by working with internal admissions and graduation advisors and staff, liaise with school academic advisors, and departments to resolve situational issues relating to completion of degree requirements.

- Using a data-based approach, the incumbent participates in tracks student persistence to graduation by cohort; conducts ongoing analysis of graduation data within each cohort; identifies common trends and errors resulting in failure to graduate or meet degree requirements; and provides solution-centered recommendations to close achievement gaps and to increase graduation rates overall.

- Track and ensure entire processes for degree completion and posting of all degrees to student records are accurately reflected and reported to applicable areas (Institutional Reports, National Student Clearinghouse, etc.)

- Establish, manage, and improve system of degree clearance tasks by creating or maintaining an improvement plan with a focus on efficiency and incorporating enhanced communications to all applicable stakeholders.

- Establish collegial relationships with all stakeholders, and recommending and implementing solutions toward an effective and positive student service experience toward successful graduation. The incumbent will be responsible for adherence to Title 5, Executive Orders, CSU Chancellor’s Office mandated requirements and other CSUB policies as necessary.

- Incorporate CSU system-specific and campus initiatives into the overall context in facilitating graduation including CSU Fully Online course opportunities, priority registration, and works with students and schools to ensure its understanding and student engagement as necessary.

- Strategically cultivate and collaborate with graduate or post-baccalaureate programs to increase operational efficiency of admission processes in collaboration with graduate program coordinators, admission coordinators, faculty, and other resources.

- Produce and use regular reports to track, document, and measure all areas of admission processing for post-baccalaureate admissions.

- Closely monitor accepted students to maximize matriculation. Work to facilitate the hand-off of matriculating students to the academic departments to ensure a smooth and seamless transition from the student’s point-of-view.

- Communicates with students with degree completion requirements. Responds to inquiries from advisors and faculty as received.

- Liaise with schools, departments, and other academic units to resolve issues relating to completion of degree requirements for students who have applied for graduation.

- Provides comprehensive advice relevant to graduation requirements and process timelines.

- Performs additional duties as assigned within the classification.
REQUIRED QUALIFICATIONS:

Applicants must possess the equivalent to graduation from a four-year college or university, along with the equivalent to three years of progressive professional administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs. A master’s degree is preferred and may be substituted for one year of experience.

KNOWLEDGE, SKILLS, & ABILITIES

- Possess the ability to participate and actively analyze complex issues and can draw valid conclusions, courses of action, and execute and carry out plans effectively along with the ability to clearly express ideas and recommendations while recognizing possible impacts and implications of actions.
- Knowledge of compiling reports, building charts and graphs and displaying results in compelling ways to illustrate workflow processes.
- Knowledge of the format and interpretation of course records, data, and transcripts of institutions of higher education.
- Is through and able to follow uniform guidelines in maintaining consistent, and accurate in the interpretation and/or analysis of records against criteria.
- Comprehend and interpret complex regulations/policy or requirements and to apply them in the evaluation process efficiently.
- Ability to explain and present information related to collected information or outcomes to foster and facilitate further action or strategies.
- Maintain accurate records; organize work to meet varying deadlines and appointments in a fast-paced office including periods of high demand and multiple priorities.
- Ability to identify conflict, problem solve and resolve student issues and concerns efficiently and effectively.
- Superior ability to make sound decisions by exercising judgment, diplomacy, tact and discretion in a high pressure, high volume environment with changing and conflicting priorities.
- Highly skilled in information literacy and computer skills in MS Office applications, Enterprise Resource Planning (ERP) system, and other applicable enrollment management systems.
- Safeguard the confidentiality and security of records; and communicate and work effectively with faculty, staff, students, and the general public.
- Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS:

Work experience in an admissions, records/registrar’s, or enrollment management office. Demonstrated understanding of a student’s lifecycle and pathways for degree or program attainment using various strategies and approaches in a student services environment with experience in tools such as student information systems, course catalogs, and other technical databases. A master’s degree is preferred and may be substituted for one year of experience.

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/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.

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