Position Title: DIRECTOR – COLLEGE ASSISTANCE MIGRANT PROGRAM (CAMP) (Student Services Professional IV)

Recruitment #: #2224

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

Employment Type: Temporary, ends on or before June 30, 2019. Any continuation beyond June 30, 2019 is contingent upon satisfactory performance and available funding.

Bargaining Unit: R04

Salary: $2,446 - $3,489 per month based on 20 hours per week

Department: College Assistance Migrant Program (CAMP), Enrollment Management

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: January 12, 2018

Closing Date: January 26, 2018

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.

PROGRAM SUMMARY: CAMP is designed to offer a program strategy that will assist freshman college students who come from a migrant and/or seasonal farm-work background to ensure they successfully complete their first year of college and prepare them to complete their baccalaureate degree. The emphasis of the program is to assist students with their academic and personal advising, financial aid matters, academic supportive services, career guidance, and academic monitoring.

DUTIES: Under the general supervision of the Assistant Vice President for Student Success, the Director will be responsible for the day-to-day administration of program activities, coordinate staff development and performance evaluation, monitoring of program budget, ensure all program objectives are met; coordination and implementation of program activities and program course curriculum, development and implementation of program assessment to ensure program improvement, integrating with university and campus departments and maintaining student information; work directly with program staff to implement program objectives; responsible for completion of program annual reports to funding source. The incumbent must be available to attend workshops, meetings, and trainings.
related to student services and those required by the U.S. Department of Education, Office of Migrant Education and perform other duties as assigned. In addition, work directly with regional and state Migrant Education Programs.

REQUIRED QUALIFICATIONS: Requires equivalent to graduation from a four-year college or university and four years of professional student services work experience. A master's degree in Counseling, Clinical Psychology, Social Work or a job-related field may be substituted for one year of professional experience. A doctorate degree and the appropriate internship or clinical training in counseling, guidance or a job-related field may be substituted for two years of the required professional experience.

Experience includes program and/or project management, staff supervision, grant writing, knowledge of grant policies and reports, working with migrant students, student recruitment, event planning, working with diverse populations, and course curriculum development and implementation. Bilingual capabilities (English and Spanish) also required. Candidates must be familiar with grant funded programs and possess knowledge of organizations, operations, and structural functions of high school and post-secondary education. Candidates must have ability to drive to multiple school sites. Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS: Master's degree in related field and four years of successful work experience in post-secondary education overseeing a closely related program.

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.

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 revised July 21, 2017 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.