## CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>TRANSFER, MATRICULATION &amp; ASSESSMENT SPECIALIST (Student Services Professional II)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2226</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</td>
</tr>
<tr>
<td>Department:</td>
<td>Enrollment Management</td>
</tr>
<tr>
<td>Available:</td>
<td>Immediately</td>
</tr>
<tr>
<td>Special Conditions:</td>
<td>Background/ Fingerprint</td>
</tr>
<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
</tr>
<tr>
<td>Posted:</td>
<td>January 12, 2018</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>For priority consideration, application materials must be received by January 26, 2018, however, the position will remain open until filled.</td>
</tr>
</tbody>
</table>

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.

This position is designed to increase the persistence, retention, and success of college students, including Hispanic and low-income students, toward their baccalaureate degree completion by expanding the transfer pipeline.

### DUTIES:

Under the supervision of the Associate Vice President, the incumbent will utilize independent judgment and initiative in performing diversified functions in support of the overall transfer of students to CSUB. The incumbent will provide comprehensive services primarily related to academic advising and transferring. The incumbent will work at both CSUB and Bakersfield College campuses with college students, faculty, and staff and specializes in generating, cultivating, advising, converting and yielding prospective students to transfer to CSUB. The incumbent will also provide service to our other partner community colleges (e.g. Taft, Porterville, Antelope Valley, and Cerro Coso). Duties include, but are not limited to, the following: conducting pre-admission advising appointments, assisting in the transfer process to CSUB; scheduling and presenting workshops for students; work cooperatively with both campus programs including EOPS, Testing Center, Admissions and Records, Financial Aid, Student Support Services, Advising Center, Tutoring centers, and other academic advisement campus services; assist in the tracking and monitoring of target students accessing these services at CSUB, BC and; model sensitivity and commitment to the...

---

*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.
needs of students, in particular, under-represented students; assist with special program projects, and perform other
duties as assigned.

REQUIRED QUALIFICATIONS: Equivalent to graduation from a four-year college or university in one of the
behavioral sciences, public or business administration or a job-related field and to two years of full-time professional
experience in one of the Student Services program areas or a related field, Master’s degree in a job related field may
be substituted for one year of professional experience. Demonstrated ability and willingness to understand, embrace
and communicate CSUB marketing messages. Demonstrated ability to quickly develop comprehensive knowledge
about CSUB and CSU/CSUB enrollment requirements, policies and procedures as well as general knowledge about
financial aid processes and procedures. Incumbent must have the ability to: relate well to individuals from diverse
cultural backgrounds; gather and analyze data; reason logically, draw valid conclusions, and make appropriate
recommendations; participate in and contribute to group meetings; clearly and concisely communicate orally and in
writing; and establish and maintain cooperative working relationships with students, staff, faculty, and administrators.
Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS: Working with minority, low-income, and/or underrepresented students within a
higher education setting and Bilingual capabilities (English/ Spanish) is preferred.

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.