Position Title: FACULTY ATHLETICS REPRESENTATIVE ASSISTANT (Administrative Support Assistant I)

Recruitment #: #2022

Full/Part-Time: Part-Time (up to 15 hours per week)

Employment Type: Temporary, ends on or before June 30, 2017. Any continuation beyond June 30, 2017 is contingent upon satisfactory performance and available funding.

Bargaining Unit: R07

Salary: $12.20 - $19.24 per hour Non-Exempt

Department: Faculty Athletics Representative (FAR)

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: May 20, 2016

Closing Date: For priority consideration, application materials must be received by June 3, 2016 however, the position will remain open until filled.

THIS RECRUITMENT IS AVAILABLE TO CURRENT ON-CAMPUS EMPLOYEES ONLY.

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.

DUTIES: This position works under the direction of the Faculty Athletics Representative, assisting the FAR in carrying out the duties of keeping track of the Academic Status and Progress to Degree of Student Athletes.

1. Compiling competition schedules and an accompanying letter on “Missing Classes” for student-athletes to give to their instructors in each of their courses. This occurs at the beginning of each quarter of the academic year.

2. Preparing an Academic Progress form for every student-athlete in every course in which they are enrolled. This form goes to instructors twice a quarter and requests information of attendance, grades in the course, and any discipline or other matters of concern.

3. Compiling the information from the Progress Reports – twice a quarter. The assistant enters data and maintains a spreadsheet on all student-athletes for each athletic team and this is provided to the coaches, the Faculty Athletics Representative, the Academic Status and Progress to Degree of Student Athletes.

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.
Athletics Representative, the Athletics Academic Advisor, and the At-Risk Coordinator. The assistant is responsible for entering the data and generating an annual report.

4. Compiles the information provided by coaches on the at-risk factors utilized in the Facilitating Learning and Access to Graduation program of the NCAA. This information is shared with the coaches, the FAR, the Athletics Academic Advisor, the At-Risk Coordinator and those who administer the new Hobson’s Retain system for the campus.

5. The FAR Assistant will provide other general clerical duties as determined by the Faculty Athletics Representative.

REQUIRED QUALIFICATIONS: Requires one year of recent general clerical experience preferably within an academic higher education or related setting and competence in Word and Excel. Also requires fundamental written and oral communication skills; strong interpersonal skills to develop and maintain working relationships; excellent organizational and people skills; ability to operate standard office equipment; learn office technology systems; and perform arithmetic calculations.

PREFERRED QUALIFICATIONS: Knowledge of PeopleSoft and Outlook 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.

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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