### CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>AREA COORDINATOR (Student Services Professional II – 10/12 Pay plan)</th>
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</thead>
<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2001</td>
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<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
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<tr>
<td>Employment Type:</td>
<td>Temporary, ends on or before July 31, 2017. Any continuation beyond July 31, 2017 is contingent upon satisfactory performance and available funding.</td>
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<td>Bargaining Unit:</td>
<td>R04</td>
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| Salary:                 | $3,746 - $5,325 per month (12 month pay plan – initial appointment through July, 2016)  
                          | $3,122 - $4,438 per month (based on a 10/12 pay plan – effective August, 2016 with June & July, 2017 off)  
                          | Exempt                                                              |
| Department:             | Student Housing & Residence Life                                    |
| Available:              | July 1, 2016                                                        |
| Special Conditions:     | Background/ Fingerprint                                             |
| Sensitive Position:     | Yes                                                                 |
| Posted:                 | March 18, 2016                                                     |
| Closing Date:           | For priority consideration, application materials must be received by April 18, 2016, however, the position will remain open until filled. |

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 is a **10/12 pay-plan designated position**. Employees appointed on this 10/12 pay-plan position work ten months of the year and receive the months of June and July off. Employees are paid an amount equal to ten months’ salary over a period of twelve months. This position will be on the 12 month pay plan at the rate indicated above until August, 2016 and will then convert to the 10/12 pay-play. Incumbent will work through May, 2017; the first full months off will be June & July, 2017.

**Position Purpose:** The Area Coordinator (AC) is a full-time, 10-month live-in professional staff member that acts as the primary contact in a residential community of approximately 100 upper-class and non-traditional student residents.
in six residence halls. The Area Coordinator is responsible for the total student development program within Student Housing West, including providing direction and advisement of student staff and student leaders, development of a healthy community environment, programming, judicial intervention, enforcement of residential policy, student conflict resolution and administration, and area housing operations. The Area Coordinator also acts in a lead capacity with the daily operation of the Student Housing West Welcome Center, providing assistance to area guests and visitors.

DUTIES:

- Provide direction for the development of a healthy community environment supportive of the mission and goals of the University.
- Communicate, interpret and enforce residential and University rules and regulations necessary for maintaining high standards of individual and community behavior.
- Provide direction, oversight and leadership to student staff, hall government and student leaders.
- Coordinate and administer area housing operations including, but not limited to, room changes, work orders, room and common damage billing, break period safety inspections, lock changes, key assignments, and room inspections.
- Provide guidance and leadership of the residential service and area hospitality desk to ensure consistent quality of customer service is provided to all residents, guests and visitors.
- Assist in the planning and implementation of department-wide and divisional functions and responsibilities.

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. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.
- Two years of prior Residence Life experience at the undergraduate or graduate level, including experience in planning, coordinating, or directing college-level activates for student services program or in a related field.
- A Master’s degree in a job-related field may be substituted for one year of the professional experience.
- Possess knowledge of residence hall living and student development theory.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- 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.
- Thorough knowledge of English grammar, spelling and punctuation.
- 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.
- Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.

PREFERRED QUALIFICATIONS:

- Master’s degree by the time of appointment in College Student Personnel, Higher Education Administration, Counseling, Sociology, or related field from an accredited college/university.
- Two years of professional live-in housing experience.
- Demonstrated supervisory and leadership experience.
- Experience advising student groups.
- Training and experience in the areas of conflict resolution, crises and emergency response, and adjudicating disciplinary incidents.
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 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.