CSUB JOB ANNOUNCEMENT

Position Title: ACADEMIC STAFF ADVISOR (Student Services Professional IB)
Recruitment #: #2006
Full/Part-Time: Full-Time
Employment Type: Permanent
Bargaining Unit: R04
Salary: $3,303 - $4,672 per month Non-Exempt
Department: Enrollment Management – Antelope Valley Campus
Available: Immediately
Special Conditions: Background/ Fingerprint
Sensitive Position: Yes
Posted: April 15, 2016
Closing Date: For priority consideration, application materials must be received by April 29, 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)
- 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 full-time, permanent position reports to the Interim Associate Vice President (Antelope Valley Branch campus). Working under general supervision, the Academic Staff Advisor will be responsible for providing consistent, accurate, moderately complex, academic advising services to current and prospective students. The Academic Staff Advisor interviews and advises undergraduate and transfer students regarding information, procedures and academic requirements of a specific program or major and assists students in exploring careers, evaluating academic abilities, and setting goals and is expected to provide academic advising that facilitates student success, persistence and degree completion in a timely manner.

DUTIES: Provide communication through one-on-one appointments, daily electronic communications, phone calls, and group academic advising sessions; work with students to evaluate and understand their academic records; setting goals for academic progress to ensure completion of their academic programs; informing on university, college and program level academic policies and procedures.

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.
Assists with campus retention and graduation efforts; functions as a resource for Antelope Valley Branch students; assists students in acquiring and understanding information related to the unique needs of each student. Works with main campus to make adjustments to individualized academic plans, based on the progress and changing needs of the student.

Actively coaches students through degree attainment process; meets with students on a regular basis to track their academic success; identifies options for students to satisfy degree requirements; works with main campus to make recommendations on petitions and amendments to student's program of study to assist their completion.

Identify academic options for students such as degrees, minors, certificates, graduation requirements, curriculum, course selection and registration, career options, research, and internships, and extracurricular activities; working with higher level Student Service Professionals, assists student in establishing realistic and attainable academic and career goals; sets up an action plan for the student to explore alternative careers and related majors.

With guidance from main campus, monitors academic progress of students; analyzes progress reports from instructors; assists in determining eligibility and satisfactory progress toward degree; identifies current and potential needs or problem areas (e.g., study skills, tutoring) and refers students to appropriate campus resources for assistance.

Meet with students to advise and direct students to applicable retention services such as tutoring, student health, counseling, financial aid and career services; work collaboratively with other academic units and services in the school and throughout the university to facilitate comprehensive student support.

Collects, organizes, and enters data to address issues relating to persistence; monitors and tracks all student records to ensure persistence in enrollment, good academic standing, and appropriate progress toward graduation.

Update the student's degree audit report (DARS), GradesFirst and/or PeopleSoft records and notations, and maintain student files to accurately reflect advising session interactions and progress on or toward degree completion; ensure that students know how to use Degree Audit system.

Maintains student files and records; documents all pertinent student information; updates computerized information system regarding changes to student status.

Explains college and university policies and procedures; participates in preparation of orientations and presents academic information to new students and parents during orientation.

Performs other related duties as assigned. The duties listed in this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**REQUIRED QUALIFICATIONS:** Requires 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 (attach a copy of college degree/transcripts to application) and a minimum of 1 year of professional experience in one of the Student Services program areas or a related field. General knowledge of the principles, practices and trends of the Student Services field as well as, knowledge of advising and academic policies and procedures. Excellent ability to interpret and apply policies and procedures independently, and use sound judgment and discretion to act when precedents do not exist.

Skill in interviewing and advising and proven ability to communicate effectively, both verbally and in writing; including one-to-one, small group, and large group presentations. Excellent ability to exercise confidentiality, discretion, and independent judgment and to handle highly sensitive interpersonal issues. Must have excellent interpersonal skills and be able to establish and maintain effective working relationships; demonstrated ability to work closely with a diverse population and have the ability to relate well with faculty, students, and staff on and off campus. Thorough knowledge of computers and competency of applications (e.g., word processing software programs, presentations and spreadsheets). This position may include evening hours and must work occasionally on Saturdays for student orientations.

**PREFERRED QUALIFICATIONS:** Master’s degree in a job related field (attach a copy of college degree/transcripts to application) and working in a higher education setting are preferred. Prior knowledge and use of PeopleSoft, iStrategy and GradesFirst is desirable.

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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.

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.