Position Title: LIBERAL STUDIES ADVISOR
(Student Services Professional II)

Recruitment #: #2012

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R04

Salary: $3,746 - $5,325 per month | Exempt

Department: Liberal Studies, School of Social Sciences & Education

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: April 29, 2016

Closing Date: May 13, 2016

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.

The purpose of this position is to provide a broad range of services to students. Services include advisement on: degree requirements, course scheduling and selection, campus policies and procedures, academic policies and procedures, baccalaureate and post baccalaureate options, career options, etc. This position serves students with the goal of assisting them through completion of their program, and helping to prepare them for life after their degree. Many students will become future leaders, professionals, and community advocates, and this position is a part of the university system that helps prepare them for those roles. Providing support to students through guidance, encouragement, and accurate advising is the main purpose of this position.

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 and interpreting university, college and program level academic policies and procedures.

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• Evaluate transcripts and test scores for incoming transfers and freshmen to ensure that students are taking the correct courses. Utilize online resources to assist with the evaluation: assist.org, collegesource.org, etc.
• Assist with campus retention and graduation efforts, and follow Liberal Studies and CAFS majors through toward graduation
• Actively coach students through the degree attainment process. Meet with students on a regular basis to track their academic success and identify options for students to satisfy degree requirements. Evaluate and make recommendations on petitions and amendments to student's program of study to assist their completion.
• Provide information to students regarding State credentialing requirements for teaching, as well as recruit and promote the credential program at CSUB. Information provided includes: minimum GPA requirements, state testing requirements (CBEST & CSET), pre-requisite courses, etc. Frequently calculate students’ GPA in the last 90 units to advise on possible eligibility for the credential.
• Collect, organize, and enter data to address issues relating to persistence. Monitor and track student records to ensure persistence in enrollment, good academic standing, and appropriate progress toward graduation.
• Update GradesFirst and/or PeopleSoft records and notations, and maintain student files to accurately reflect advising session interactions and progress toward degree completion.
• Meet with students to advise and direct them 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.
• Interpret and explain college and university policies and procedures, participate in preparation of orientations, and present academic information to new students and parents during orientation.
• Complete contracts for transfer students who have an Associate Degree for Transfer (ADT). Ensure that the contract abides by the regulations set by Senate Bill 1440 (SB 1440), and that students understand their rights and responsibilities regarding the contract.
• Perform other job-related duties and special projects as assigned.

REQUIRED QUALIFICATIONS:

• Graduation from a four-year university with a Bachelor's Degree, and two years of experience in the student services field.
• Background in counseling which is necessary to build relationships with the students that are advised.
• Great interpersonal communication skills, which include: listening, reflecting, empathizing, etc.
• Familiarity with the degree requirements for Liberal Studies major.
• Familiarity with the university admission requirements for transfer students and first-time freshmen.
• Understand the process that a student goes through from application to the university, all the way to graduation.
• Know the other resources that are available to students through CSUB, as well as resources that can be found in the community.
• Exercise confidentiality, discretion, and independent judgment to handle sensitive interpersonal issues.
• Have an ability to interpret and apply policies and procedures independently, and use sound judgment and discretion to act when precedents do not exist.
• Work closely with a diverse population and have the ability to relate well with faculty, students, and staff on and off campus.
• Have knowledge of computers and their applications (e.g., word processing software programs, presentations and spreadsheets).
• Plan and carry out day-to-day activities without immediate direction and work occasionally on weekends for student orientations and graduations.
• 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.

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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.

Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

Must be willing to travel and attend training programs off-site for occasional professional development.

Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

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](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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