Position Title: ADMINISTRATIVE COORDINATOR – NSME GO (Coordinator)

Recruitment #: #151

Full/Part-Time: Full-Time

Temporary: Temporary, ends on or before September 30, 2022. Any continuation beyond September 30, 2022 is contingent upon satisfactory performance and available funding. Employment is at-will.

Salary: Hiring Salary range: $3,400 - $4,000 per month

Department: NSME Grants & Outreach Department for the School of Natural Sciences, Mathematics & Engineering (NSME)

Available: Immediately

Special Conditions: Background/Fingerprint Clearance

Sensitive Position: Yes

Posted: May 27, 2021 (Re-published 8/11/21)

Closing Date: 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 CSUB, Auxiliary job application download at: https://www.csub.edu/bas/hr/_files/_Auxiliary_Files/CSUB-Auxiliary-Employment-Application.pdf
- Names of three professional references
- Copy of degree/transcripts/typing certificate (within 2 years), if applicable
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education, and experience required.

JOB DUTIES: The NSME Outreach and Grants Administrative Coordinator provides a variety of complex and responsible administrative support duties and serves as a resource for Principle Investigators (PI) of some grants and to the Director of NSME Grants and Outreach.

Grant Administrative Support:

Grant Implementation and Closure Support
- Assist in following and understanding each grant agency’s award letter, contract, and guidelines
- Attend periodic meetings with Grants, Research, and Sponsored Programs (GRaSP) personnel and Principal Investigator(s) (P.I.)
- Assist GRaSP with preliminary and final grant budget/contract paperwork
- Assist in the preparation of grant award packets of initial contract, guidelines, and other important documentation for authorization

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• Adhere to budgetary and grant expectations as established by P.I.
• Assist P.I. with any grant funded agency reporting
• Review account charges in response to PI questions, such as whether a no-cost extension will need to be requested
• Ensure all costs are accounted for before grant closure and submit encumbrance list
• Store grant records in accordance with CSU Record Retention & Disposal Schedules and funding agency requirements Budget Review, Reconciliation, and Budgetary Planning Support:
  • Assist PI in developing new budgets and provide projections for grants
  • Assist PI in maintaining annual expense worksheets for each grant assigned
  • Assist in the maintenance of accurate annual budgets, financial resource records, and proactively monitor expenditures for varying grant fiscal years
  • Assist GRaSP in the preparation of grant budget reports for Principal Investigator (P.I.)
  • Act as a representative on behalf of the grant P.I. in budget meetings with GRaSP, if needed
  • Prepare faculty release time paperwork; calculate monthly personnel salaries and benefits charged to the grant
  • Reconcile fiscal accounts for assigned grant budgets, including expenditures and encumbrances
  • Review annual budgets and assist PI in anticipating unaccounted costs for year-end grants’ accrual lists
  • Review, scan, and log all budget related forms for accuracy before obtaining appropriate approval signatures

Other Grant Support
• Generate and process grant personnel forms, including contracts, special consultant forms, faculty, and student hire forms; prepare student assistant, Instructional Student Assistant, and Teaching Associate recruitment announcements
• Track and document grant administrative activities
• Process grant permitted expenditures; verify account strings; arrange purchases to the correct grant credit card/business unit; prepare and track equipment and service requisitions forms
• Manage, organize, and file grant records
• Track and process timekeeping for students hired under grants
• Prepare domestic and international travel arrangements for authorized grant personnel
• Meet quarterly with P.I.s to discuss status of grants
• Update grants’ report information on agency’s web-based data collection systems

Outreach Events/Activities Administrative Support:

Fab Lab
• Assist with Fab Lab operations, as needed
• Purchase confirmed supplies
• Reconcile credit card purchases
• Assist in Scheduling tours and classes
• Update website as needed
• Participate in interviewing and preparing hire paperwork for Fab Lab interns and student assistants.
• Review student assistant timesheets
• Prepare paperwork and assist with logistic arrangements associated with hire of annual of intern(s)
• Assist in K-12 outreach activities (tours, demonstrations, preparation, and execution), as needed

Other Job Duties:
• Respond to requests for information/documents from administrators, faculty, staff, and students
• Perform other job-related duties and special projects as assigned
• Attend training and maintain skill currency as appropriate to safely and effectively complete assignments
• Provide lead direction to student assistants
• Maintain department website

REQUIRED QUALIFICATIONS: Requires a High School diploma or GED and four (4) years of recent (within 3 years) demonstrated progressively responsible administrative office support and budget experience.

SKILLS, KNOWLEDGE, ABILITIES:
• 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.
• Ability to work under minimal supervision while setting priorities and completing all work in a timely manner.

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• Excellent problem solving, customer service, communications, and organizational skills.
• Ensure accurate information is communicated and appropriate referrals are made.
• Ability to coordinate a variety of functions and apply judgment, discretion, and initiative in performing a variety of complex support tasks.
• Ability to independently research, analyze, and make recommendations.
• Ability to maintain a high degree of confidentiality.
• Excellent communication skills including the 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 consistently, even when specific guidelines may not exist.
• Ability to analyze operational and procedural issues and develop and recommend solutions to problems.
• Ability to be precise and detailed in performance of challenging administrative support work.
• Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines and complete all projects accordingly.
• Working knowledge of or ability to quickly learn and adhere to university infrastructure, policies, and procedures.
• Ability to perform standard business math, track financial data, and make simple projections.
• Proficiency in bookkeeping practices and an ability to maintain and reconcile accounts and budgets in accordance to prescribed procedures.
• Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, the internet, and online calendaring and email.
• Working knowledge of or ability to quickly learn campus software and applications, including MS Word and Excel for correspondence and budget tracking; Outlook for email and calendaring; CMS/CFS for budget and credit card reconciliation; MyCSUB for absence management; 25Live for event scheduling; and WCMS for webpage creation and maintenance.
• Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS:
• Bachelor’s degree from an accredited university or equivalent training and two (2) years of experience in a student-centered environment.
• Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
• Experience with social media and website maintenance using WCMS.

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 Bakersfield Auxiliary for Sponsored Programs Administration. 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 Bakersfield Auxiliary for Sponsored Programs Administration 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 Auxiliary or individuals in the university community.

GENERAL INFORMATION: It is the policy of California State University Bakersfield Auxiliary for Sponsored Programs Administration 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 payroll regulations.

APPLICATION PROCEDURE:
The official California State University Bakersfield Auxiliary for Sponsored Programs Administration application is located at this link: https://www.csub.edu/bas/hr/_files/_Auxiliary_Files/CSUB-Auxiliary-Employment-Application.pdf and must be completed in full and received in the Human Resources Office by 5:00 p.m. on specified closing date.
unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. Please email your application to hr@csusb.edu and reference Auxiliary #151 in the subject line.

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 6-8 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.csusb.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University Bakersfield Auxiliary for Sponsored Programs Administration and will not be copied or returned.