# SPA JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>ASSOCIATE DIRECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment #:</td>
<td>#158</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Temporary:</td>
<td>Temporary, ends on or before August 31, 2022. Any continuation beyond August 31, 2022, is contingent upon satisfactory performance and available funding. Employment is at-will.</td>
</tr>
<tr>
<td>Salary:</td>
<td>$4,200 - $10,400 per month (Anticipated Hiring Salary Range is $4,400 - $5,300 per month)</td>
</tr>
<tr>
<td>Department:</td>
<td>Educational Talent Search (ETS)/TRIO Program – Enrollment Management</td>
</tr>
<tr>
<td>Available:</td>
<td>Immediately</td>
</tr>
<tr>
<td>Special Conditions:</td>
<td>Background/Fingerprint Clearance</td>
</tr>
<tr>
<td>Sensitive Position</td>
<td>Yes</td>
</tr>
<tr>
<td>Posted:</td>
<td>October 15, 2021</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>For priority consideration, application materials must be received by October 29, 2021; however, the position will remain open until filled.</td>
</tr>
</tbody>
</table>

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: [link]
- Names of three (3) 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.

**PROGRAM SUMMARY:** The Educational Talent Search (ETS) program from California State University Bakersfield provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue their education and complete their postsecondary degree. The ETS program is a federally funded program that has existed on our CSUB campus for 36 years and is designed to assist low-income and first-generation students. By meeting our yearly program objectives and benchmarks, we are awarded additional prior experience points and expect the new grant will be for the 2021-2027 academic year.

**DUTIES:**
- Coordinate program activities to ensure an effective delivery of counseling, tutorial, and learning assistance to approximately 971 program participants (high school and middle school).
- Coordinate awards and recognition ceremonies for participants and their families.

*California State University, Bakersfield Auxiliary for Sponsored Programs Administration* 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.
• Create, implement, and supervise a yearly schedule of workshops pertaining to pre-college information, A-G requirements, time management, financial aid, college/career exploration, and other topics.
• Schedule ongoing fieldtrips to postsecondary institutions transportation, and/or meals for participants including arranging campus tours,

Curriculum Development & Administration:
• Review curriculum on a yearly basis to ensure all topics outlined in the program grant are included.
• Attend collaborative meetings with school sites, community partners, and other organizations.
• Coordinate a comprehensive academic support services program; identify, screen, and make recommendations for the selection of program participants.
• Coordinate our new Competitive Preference Priorities CPP1 and CPP2. CPP 1- Fostering - The plan to support instruction, personal organization, public and interpersonal communication, or other practical skills (public speaking, resume writing and job seeking skills, Time management, Self-Care, etc.). CPP2 - Promoting Science: The plan to increase access to STEM coursework, including computer science, and hands-on learning opportunities, such as through expanded course offerings, dual-enrollment, high-quality online coursework, or other innovative delivery mechanisms.

Lead direction and training of all personnel:
• Guide and provide lead direction to the educational advisors as well as provide support when needed.
• Oversee the newly established tutoring and mentoring programs (CPP1 & CPP2) at the school sites along with the TRIO.

Student Success Coach:
• Organize an annual training for all staff members prior to the academic year.
• Contribute to the Employee Handbook.
• Assist with staff performance evaluations.

Academic, Career, and Financial Aid Advising:
• Conduct needs assessments for all program participants required by the Department of Education.
• Provide technical assistance for participants to complete applications for post-secondary admissions, enrollment, financial aid, housing, and special programs.

Record Keeping & Data Management Systems:
• Assist in preparing the annual performance report.
• Monitor the program budget which includes running campus financial reports personnel.
• Analyze program data and write statistical reports pertaining the program’s efficiency and progress towards objectives.
• Communicate with database administrators and campus administrators in order to collect accurate data for the program.
• Keep detailed recruiting records at each Target School.
• Assure all guidelines, goals, and objectives of the ETS Program are being met.

REQUIRED QUALIFICATIONS:
• Master’s degree is required and three (3) years of experience with educational equity programs and/or federal programs.
• B.A./B.S. or M.A/M.S. in Sociology, Psychology, Counseling – Student affairs or School Counseling, or including course work in administration, counseling techniques, interviewing and conflict resolution, or an equivalent of three years’ experience in Student Support Services programs or other educational equity programs.
• Three (3) years’ experience must include a understanding of developing strategies, and timelines in Student Support Programs which are related to the following services in our plan of operation: 1) Overall knowledge of financial aid programs, 2) Experience on tutorial/mentoring implementation, 3) Well versed in conducting pre-college workshops, 4) Assisting students with the enrollment process into post-secondary education, 5) Must agree to follow the total cohort of seniors for a six-year period to track the completion of a program of postsecondary education that will lead to a certificate, associate or baccalaureate degree. 6) Applicant must demonstrate ability to work effectively with multi-ethnic/multi-cultural students as well. The selection and screening process will consider applicants with the following: awareness of social, economic, and cultural factors that affect program participants, 2) sensitivity to and awareness of the unique problems faced by participants, 3) be able to work with minority students (ethnic minorities), and 4) ability to relate to students from economically disadvantaged backgrounds. Incumbent must pass a background/fingerprint check; have the ability to...
communicate with children and adults; work cooperatively with other staff as well as independently; follow and understand oral and written instructions; be flexible, adaptable, and work effectively with others.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Applicant must demonstrate ability to work effectively with multi-ethnic/multi-cultural students.
- Ability to establish rapport with school, college, and community education professionals.
- Knowledge of high school curriculum, financial aid, and college application process.
- Knowledge of the principles, practices, and trends of the Student Services Professionals and field, as well as general knowledge of the principles of individual and group behavior, individual counseling techniques, organizational procedures, and activities of the specific campus to which the position is assigned.
- To keep moderately complex records, supplies, and files; to screen mail, telephone calls, and visitors; maintain confidential files; and to project needs for office equipment.
- To advise students individually and in groups on complex student-related matters.
- 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.
- Demonstrate 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, time-sensitive deadlines.
- Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure, policies, and procedures.
- Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS:

- Must have three (3) years of experience with federal programs, pre-college advising, and public speaking background.
- Experience in Supervision: The Associate Director will assist in the supervision of the Educational Advisors (TRIO ETS personnel), Student Success Coach, and Tutor/STEM Mentors (CSUB paraprofessionals).
- A Master’s degree in job-related field may be substituted for one year of professional experience.
- Must be bilingual to be able to communicate with program participants; at a minimum, the ability to understand and to make ones self-understood to all Spanish speaking individuals.

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.

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 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@csub.edu and reference Auxiliary #158 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.csub.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.