Position Title: NSME GO INTERNSHIP COORDINATOR (Coordinator)

Recruitment #: #163

Full/Part-Time: Part-Time (20 hours per week)

Temporary: Temporary, ends on or before October 1, 2022. Any continuation beyond October 1, 2022, is contingent upon satisfactory performance and available funding. Employment is at-will.

Salary: $1,437.20 - $3,466.50 per month (based on 20 hours per week)

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

Available: Immediately

Special Conditions: Background/Fingerprint Clearance

Sensitive Position: Yes

Posted: February 23, 2022

Closing Date: March 9, 2022

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](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.

The CSUB HSI-STEM and Articulation grant project funded by the Department of Education aims to increase access and close opportunity gaps for students in STEM fields to increase degree completion and career outcomes. Under the general supervision of the Director of the grant project, and the Director of Grants and Outreach of the School of Natural Sciences, Mathematics, and Engineering, the Internship Coordinator is responsible for cultivating relationships and identifying internship and career opportunities with corporate, nonprofit, and public sector employers.

DUTIES: The following duties include but are not limited to the following:

Employer Development
- Identify, recruit, and develop relationships with employers.
- Support the University's initiative to increase internship opportunities for students.
- Collaborate with on-campus constituents to develop and promote meaningful and mutually beneficial student internship programs.
Develop and maintain relationships with prospective and existing employers that will facilitate recruitment of CSUB students and graduates.

Engage in one-on-one contact with employers through phone, email, and off-campus site visits.

Coordinate relationship-development processes and strategies.

Serve on university and community committees as assigned.

**Customer Care**

- Manage and track employer recruitment activities and provide customer service to employers.
- Work collaboratively with on-campus units including academic departments, advancement, alumni association, and student organizations to provide coordinated customer service to employers.
- Coordinate ongoing assessment of employer relations efforts and provide feedback on the effectiveness on those efforts.
- Create and run reports, track contacts, student progress and evaluation, and implement follow-up strategies.

**Marketing**

- Facilitate the marketing of NSME in partnership with the Center for Community Engagement and Career Education (CECE) to existing and prospective employers.
- Develop marketing strategies and materials to promote events and employer services.
- Represent CSUB and NSME in various external and campus events.
- Assist with special events and projects as requested.

**Grant Administrative 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

**Other administrative duties as assigned**

**REQUIRED QUALIFICATIONS:** An equivalent to a bachelor’s degree from an accredited four-year university and a minimum of two (2) years of related professional experience in capacities, such as: employer recruitment, career services, or human resources.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Highly motivated, team-oriented, and experienced working in a fast-paced environment.
- Ability to cultivate and sustain effective relationships with employers, community partners, campus community, and the NSME team.
- Excellent interpersonal and communication skills (both written and verbal).
- Strong business and student services acumen.
- Knowledge of employer recruitment strategies, hiring processes, and career development.
- Excellent public speaking skills in both small and large group settings.
- Demonstrated skill in data collection, analysis, and developing recommendations.
- Excellent customer service orientation and demonstrated experience working with diverse populations.
• Ability to demonstrate initiative and resourcefulness in planning work assignments, planning special events, and implementing long-range program plans.
• Demonstrated skill in investigating and analyzing complex problems.
• Experience managing multiple tasks with competing priorities.
• Skilled in the use of personal computing including word processing, spreadsheets, databases, social media, and presentation software.
• Ability to maintain confidentiality and apply independent judgment and discretion.
• Must have reliable transportation.
• Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS:
• Master’s degree from an accredited university.
• 4 years professional experience in a higher education setting.
• Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

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 jobs@csub.edu and reference Auxiliary #163 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.