Position Title: COLLEGE COPRS PROGRAM COORDINATOR (Coordinator)

Recruitment #: #165

Full/Part-Time: Full-time

Temporary: Temporary, ends on or before August 31, 2023. Any continuation beyond August 31, 2023, is contingent upon satisfactory performance and available funding. Employment is at-will.

Salary: $4,304 - $4,583 per month

Department: Center for Career Education & Community Engagement (CECE)

Available: Immediately

Special Conditions: Background/Fingerprint Clearance

Sensitive Position: Yes

Posted: June 14, 2022

Closing Date: For priority consideration, application materials must be received by June 28, 2022; 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 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.

The Program Coordinator is responsible for the day-to-day operations of Californians For All College Corps, a California Volunteers and AmeriCorps funded grant program. The Program Coordinator will recruit, train, supervise, support, and assess all fellows on a regular basis. The Program Coordinator will work with community organizations and schools on implementation of the program. The program will serve the needs of communities in Kern County. The Fellows will complete 460 hours in three focus areas: 1) K-12 Education; 2) Food Insecurity; 3) Climate Action. The ideal candidate will demonstrate experience as a supervisor and educator, an awareness of the issues surrounding low-income immigrant communities, experience working with community partners, and knowledge of AmeriCorps.

DUTIES:
- Responsible for the day-to-day operations of the Californians For All College Corps program.
- Recruit, enroll, orient, train, supervise, support, and assess all Fellows.
- Develop and maintain relationships with prospective and existing community partners that will facilitate recruitment of CSUB students for program.
- Develop, assist, and support partnerships with community organizations and schools.
- Facilitate the marketing of College Corps program to students and community organizations.
- Work collaboratively with program leadership to create and implement performance measurement tools.
• Administer data collection and input for California Volunteers and AmeriCorps.
• Ensure completion of California Volunteers and AmeriCorps project requirements.
• Support Fellows and community organizations on-site when needed.
• Manage all day-to-day Californians For All College Corps activities.
• Perform other related duties as assigned.

REQUIRED QUALIFICATIONS:
• Bachelor’s degree and two (2) years of professional experience to include program leadership.
• Familiarity with national service programs strongly preferred.
• Regular and reliable attendance is required.

KNOWLEDGE, SKILLS & ABILITIES:
• Knowledge of Microsoft Suite, Data Collection and Reporting Software.
• Ability to work independently and exercise judgment with little direction.
• Ability to work with a diverse team.
• Must be detail oriented.
• Must have excellent management skills.
• Must have strong leadership, organizational, communication and interpersonal skills.
• Must have access to a personal vehicle for off-campus support.

PHYSICAL REQUIREMENTS:
• Must be able to operate general office equipment.
• Must be able to sit for extended periods of time.
• Visual acuity associated with concentrated computer use.
• Must be able to push, pull, carry, or lift up to 20 lbs., with or without aids.

COMPLEXITY OF DUTIES:
• Works independently with limited supervision.
• Failure to achieve results is normally capable of being overcome without serious effect on schedules and programs.

SUPERVISORY RESPONSIBILITIES: Provides lead work direction to leads and fellows participating in the Californians For All College Corps program.

SCHEDULE REQUIREMENTS: Work schedule is expected to fall within Monday through Friday 8AM - 5PM.

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at CSU Vaccination Policy [calstate.policystat.com] and questions may be sent to hr@campus.edu.

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@csub.edu and reference Auxiliary #165 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.