Position Title: HEALTH CAREERS ADVISING SPECIALIST (Advisor)

Recruitment #: #166

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

Department: Title Vb Grant for the School of Natural Sciences, Mathematics & Engineering

Available: July 1, 2022

Special Conditions: Background/Fingerprint Clearance

Sensitive Position Yes

Posted: June 16, 2022

Closing Date: June 30, 2022

THIS RECRUITMENT IS AVAILABLE TO CURRENT ON-CAMPUS EMPLOYEES ONLY.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
- A standard CSUB, Auxiliary job application download at: [https://www.csun.edu/bas/hr/_files/_Auxiliary_Files/CSUB-Auxiliary-Employment-Application.pdf](https://www.csun.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.

DUTIES: Funding is requested for a highly capable individual to develop, implement, and assess strategies to provide advising and other student services to a cohort of Pathways Adelante students in a manner consistent with the Excelencia in Education framework. The Advising specialist will develop, implement, and assess strategies to provide advising and other student services to students in health sciences care programs, and liaison with all relevant CSUB advising and student support centers. The selected individual will leverage CSUB's existing student services structures and processes to establish course-embedded student services support within gateway classes. This approach is based upon the best available research which demonstrates the efficacy of integrating support services with instruction. S/he will leverage CSUB's existing student services structures, institutional data, and processes to establish individualized communication mechanisms, including strategic nudging strategies to increase student utilization of campus resources and FAFSA completion. S/he will coordinate frontline assistance where students are and connect them with needed resources. S/he will ensure students receive help with academic planning and career exploration, interact with professors or student services staff to resolve issues, and connect students to services such as financial aid. The Advising Specialist will enhance institutional services for targeted support to health sciences students and ensure such support is visible and unavoidable. S/he will develop a strategic nudging protocol and advise/refer Pathway Adelante students. The position is strictly developmental in nature and will end after the grant period.

REQUIRED QUALIFICATIONS: A BA/BS degree in Sociology, Psychology, Counseling and three (3) years of experience in Student affairs or School Counseling, including coursework in administration, counseling...
techniques, interviewing and conflict resolution; A Master's degree in health-related field may be substituted for one year of professional experience; Experience with federal programs, college advising, and public speaking preferred; Bilingual (English/Spanish) to be able to communicate with program participants; at a minimum, the ability to understand and to make one's self-understood to all Spanish speaking individuals; Experience that includes an understanding of developing strategies, and timelines in Student Support Programs; Overall knowledge of financial aid programs; Experience on tutorial/mentoring implementation; Experience assisting students with the enrollment process into post-secondary education. Regular and reliable attendance is required.

**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](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 #166 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](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.