Position Title: OUTREACH & COMMUNITY COLLEGE COORDINATOR (Coordinator)

Recruitment #: #168

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: $3,400 - $6,933 per month (Anticipated hiring salary will be $3,400 per month)

Department: CSUB HSI-STEM and Articulation Grant for the School of Natural Sciences, Mathematics & Engineering

Available: Immediately

Special Conditions: Background/Fingerprint Clearance

Sensitive Position: Yes

Posted: August 31, 2022

Closing Date: For priority consideration, application materials must be received by September 14, 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 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 and Outreach Coordinator is responsible for cultivating relationships and identifying internship and career opportunities with corporate, nonprofit, and public sector employers, and coordinating outreach events for both K-12 and community colleges.

DUTIES:

A. Community College Liaison: Communicate with STEM programs and departments in California community colleges.
   - Identify transfer barriers, identify, and establish articulation between CSUB and community colleges
   - Increase transfer rates in STEM programs
   - Work with STEM Academic and Career Advisor to establish career pathways within transferable CSUB STEM programs.
B. Outreach Coordinator: Coordinate and participate in STEM K-12 and community college outreach efforts to strengthen on-ramps into CSUB’s STEM program.

- Create outreach materials to promote STEM programs at CSUB
- Work collaboratively with on-and off-campus units including academic departments, advancement, alumni association, and student organizations to provide coordinated outreach events
- In coordination with STEM Academic and Career Advisor, organize bilingual workshops (in English and Spanish) for potential K-12 students and parents/guardians
- Promote STEM programs in high schools within CSUB’s service area

C. Other job duties:

- Perform other job-related duties and special projects as assigned.
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

REQUIRED QUALIFICATIONS: Bachelor’s degree from an accredited four-year university and a minimum of one (1) year of related professional experience in capacities, such as: student advising, outreach coordination.

- Highly motivated, team-oriented, and experienced working in a fast-paced environment.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- 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.
- Demonstrated 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 and time-sensitive deadlines.
- Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure, policies, and procedures.
- 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.
- 3 years professional experience in a higher education setting.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service centered attitude.

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 #168 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.

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.

COVID-19 POLICY: 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.

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.