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 High School Equivalency Program (HEP) is seeking a qualified individual with demonstrated student recruitment, academic guidance, and career development skills to provide high quality services to the community and most importantly to the program participants. This temporary, full-time, 12-month position is available immediately for the HEP Program through CSU, Bakersfield - Auxiliary for Sponsored Programs Administration and ends on or before June 30, 2023. Any continuation beyond June 30, 2023, is contingent upon available funding and satisfactory performance. Generally, the work schedule will include evening and weekend shifts; therefore, candidates must have scheduling flexibility to meet the changing needs of the department and its students. This position requires constant driving to HEP satellite centers.

**PROGRAM SUMMARY:** Operating since 2010, the High School Equivalency Program at California State University, Bakersfield (CSUB) is federally funded through a competitive grant process by the U.S. Department of Education, Office of Migrant Education. HEP is an educational equity program designed to assist 100 migrant and seasonal agricultural workers and members of their immediate family to complete their high school equivalency certification by providing support services and preparation classes for Official State exams (e.g., GED, HiSET, TASC), subsequently, obtain adequate placement.

**DUTIES:** The Program Specialist, under the guidance and supervision of the Associate Director, shall:
• Assist, establish and maintain working relationships with target school districts, postsecondary educational institutions, regional and local migrant education offices, and community agencies to ensure cooperative referrals and coordination of recruitment and placement activities.
• Attend collaborative meetings and migrant parent advisory council sessions throughout Kern County to maintain a wider visibility of HEP and its services for migrant and agricultural workers.
• Assist in developing recruitment and placement strategies and services at satellite centers in Arvin, Lamont, Bakersfield, Shafter, Wasco, McFarland, Delano, and Porterville.
• Be responsible to enroll a minimum of 35 eligible students in designated satellite center(s).
• Organize and proctor HEP’s intake diagnostic exam at HEP satellite schools, public libraries, or community agencies.
• Verify and confirm all HEP students’ eligibility documentation to ensure that each student meets HEP’s eligibility as established by the U.S. Department of Education, Office of Migrant Education.
• Service a caseload of 35 project participants in service areas; create files of required program documentation (e.g., eligibility, support services, financial support) for each HEP participant.
• Implement effective retention strategies to ensure students complete the program objectives.
• Facilitate student support services to program participants as needed (e.g. transportation, eye-care, community and medical referrals, etc.)
• Develop rapport with student participants to provide supportive services (e.g. personal counseling, mentoring, dental or vision care referrals) to increase student retention and graduation rates.
• Maintain students’ files, update student contact information, and properly record surrendered services on students’ case-notes file to assist with required project reports by the U.S. Department of Education.
• Organize and conduct career development, life skills, and academic and financial aid workshops with the assistance of community agencies, adult schools, and college recruiters.
• Provide placement opportunities for HEP graduates into jobs, trainings, higher education and properly record placement documentation (e.g. college schedule, enhanced employment check-stub).
• Provide valid placement documentation for 80% (minimum) of graduates in designated satellite center(s).

SKILLS, KNOWLEDGE, AND ABILITIES:
• Ability to independently and efficiently perform detailed work with high degree of accuracy in a high-volume, deadline-driven environment.
• Effective oral and written communication skills in both English and Spanish (Bilingual abilities required).
• Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
• Be self-motivated, able to work unsupervised, and in partnership with University staff, HEP personnel, and community partnerships.
• Perform and maintain an atmosphere of excellent internal and external customer service within the University campus, HEP department, and community.
• Effectively relate to a diverse student population that includes a wide range of ages, socioeconomic, academic, and cultural backgrounds.
• Ability to maintain confidential student records and maintain a high degree of confidentiality.
• Ability to manage small and large groups in meetings and/or presentations.
• Excellent computer skills and competence with a variety of computer applications to perform job on a virtual format as needed; programs include Zoom, Microsoft Teams, PeopleSoft, word-processing, presentation slides, spreadsheets, databases, online calendaring, and email.

REQUIRED QUALIFICATIONS: Required Education and Experience: Equivalent to a bachelor’s degree from an accredited college or university in a related discipline for this position (e.g., Sociology, Psychology, Child Development, Spanish, or other related field) AND two (2) years of experience in educational equity programs with emphasis in areas of student support services for seasonal farmworkers, academic advising, migrant education, and/or career skills development. A Master’s degree in a directly related field may be substituted for one year of required experience. Candidates must be able to demonstrate proficiency in both Spanish and English during
interview and have experience working in the Spanish-speaking community. Must have own transportation, valid driver's license, and insurance, and the ability to complete web-based trainings. Must be willing to travel and attend training programs off-site for professional development (e.g., Annual Directors’ Meeting, HEPCAMP Association Conference). Must be able to work overtime, occasional holidays, and adjust working hours to meet the changing needs of the program and its students. Regular and reliable attendance is required.

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 #170 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.

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.

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: General: The person holding this position is considered a general 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, revised July 21, 2017.

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.