Position Title: Outreach & Project Manager (Specialist)

Recruitment #: #173

Full/Part-Time: Full-time

Temporary: Temporary, ends on or before June 30, 2023. Any continuation beyond June 30, 2023, is contingent upon satisfactory performance and available funding. Employment is at-will.

Salary: $5,000 per month

Department: Nursing

Available: Immediately

Special Conditions: Background/Fingerprint Clearance

Sensitive Position: Yes

Posted: October 5, 2022

Closing Date: For priority consideration, application materials must be received by October 19, 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.csusb.edu/bas/hr/_files/_Auxiliary_Files/CSUB-Auxiliary-Employment-Application.pdf](https://www.csusb.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.

Position Purpose: Working closely with the Project Director to develop, coordinate and maintain a formalized partnership with clinical train sites. The Project and Outreach Manager will serve as a liaison between the students, faculty, staff, and other department community partners and preceptors, on the day-to-day program operational issues.

The position will maintain a structured academic - community partnership between California State University, Bakersfield, and clinical community partners. The incumbent will be point of contact with the community partner Placement Expert to ensure an effective partnership with clinical training sites. The position serves as the primary resource of the day-to-day program operational needs, such as matching individual students to with specific preceptors, providing general support to preceptors and fostering a long-lasting relationship.

DUTIES:

Coordinate and implement clinical placements
- Clinical site outreach, cultivation, and stewardship for FNP and CSUB ANEW Placements.
- Identify qualified preceptors, clinical sites, and students who are interested in serving medically underserved areas.

Auxiliary for Sponsored Programs Administration
California State University, Bakersfield
9001 Stockdale Hwy, • 37 ADM • Bakersfield, CA 93311

661.654.2266   Fax 661.654.2299   csusb.edu/bas/hr
• Match students with preceptors with initial induction.
• Establish alumni relations and recruit graduates.
• Follow up as needed with preceptors, site visitors, faculty, and students to ensure fulfillment of rotational goals.

Collect and analyze data, maintain program/project records and statistical information related to students, preceptors, and clinical sites.
• Maintain comprehensive database using established tracking system (Typhon).
• Seek continuous feedback on students' progress, preceptor experience, and input on curriculum improvement.
• Review and summarize preceptors' suggestions or concerns to Graduate Program Committee.
• Process recorded and evaluated project information to present at monthly Graduate Program Committee meetings and suggest changes needed for next cycle.
• Report on generated list of students, preceptors, and clinical sites.
• Record the types of outreach activities, numbers of activities, and the outcomes.
• Record preceptor participation and report to Graduate Program Committee.
• Analyze data and outcomes on traineeship recipients including their employment demographics.
• Writing travel reports and conducting follow up.
• Develop and launch preceptor survey and prepared analyses.
• Disseminate and collect preceptor data form.
• Submit end of year deliverables report.
• Data collection about clinical sites for end or year reports.

Collaborate with University Procurement office in obtaining affiliation agreements with clinical partners.

Coordinate activities that support clinical partnership, including stewardship, training, and retention of preceptors.
• Act as point of contact for preceptors, students, and community partners.
• Provide facility orientation for new students and preceptors.
• Arrange and facilitate students Electronic Medical Records training.
• In person visits to meet with preceptors at clinical sites to foster relationships.
• Invite and schedule preceptors to attend Graduate Program Committee meetings.
• Invite expert preceptors to provide guest lectures to the Nurse Practitioner students.
• Advise graduates to apply for a National Provider Identifier number to allow better tracking of their post graduate employment demographics.
• Planning the CE workshop. Involves invitation design and mailing, registration coordination, venue logistics, marketing plan, onsite logistics, budget preparation and management, team task management.
• Establish clinical partner award and collaborate on award event involving all aspects of partner awards.

Assist with administration of ANEW traineeship award.
• Recruit qualified preceptors to teach in Nurse Practitioner program as Clinical Faculty.
• Recruit expert preceptors from diverse background to teach Nurse Practitioner program to increase faculty diversity.
• Provide preceptor support and incentive, including library access, appointment as adjunct clinical faculty.
• Meet regularly with Program Director to review program evaluations and results.
• Track awardees academic progress during the program.
• Assist in reporting to HRSA.
• Serve on committees associated with the grant.

Write, edit, and develop promotional materials, training manuals, newsletters etc., in support of project objectives.
• Announce the Nurse Practitioner traineeship opportunity to all current and prospective students.
• Launching and marketing online CE modules every month. Involves creating post-test and evals in Typhon, writing and disseminating instructions, collecting handouts from instructors and uploading in Typhon, crafting and disseminating marketing announcements, running end of month participant reports.
• Invite all current and newly admitted students to apply for the Nurse Practitioner traineeship.
• Expand the outreach efforts in recruiting and supporting under-represented Nurse Practitioner students in the Nurse Practitioner program.
• Distribute and evaluate surveys on graduate and new graduate students.
• Create marketing flyer and PR kits for cultivation meetings.
• Creating and distributing preceptor materials.
• Craft thank you letters to preceptors.
REQUIRED QUALIFICATIONS:
- Equivalent to a bachelor’s degree and at least three (3) years of relevant experience.
- Experience with project or program management and outreach.
- Demonstrated skill in using major online databases and data analysis.
- Knowledge of research systems, preferably in a university setting.
- Ability to compile, write, and present reports.
- Demonstrated organizational skills and knowledge of Microsoft Office suite of programs.
- Skills in diplomacy, consensus building, negotiation, leadership, and analysis.
- Excellent written and oral communication skills.
- Demonstrated ability to maintain a high degree of confidentiality.
- Demonstrated ability to maintain a high degree of professionalism.
- Working knowledge of or ability to quickly learn University infrastructure, policies, and procedures, within complex, multi-cultural community.

LICENSES, CERTIFICATES, CREDENTIALS: Possession of a valid driver’s license or the ability to obtain by date of hire.

SKILLS, KNOWLEDGE, ABILITIES (SKA’s):
- Regular and reliable attendance is required.
- 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.

PREFERRED QUALIFICATIONS:
- Bachelor’s degree in a related field.
- Experience with health care systems (Typhon).
- Project management experience.
- Federal grant management experience.
- Local.
- 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 #173 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: Limited: The person holding this position is considered a limited 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.