Position Title: JUMPSTART SITE MANAGER (Coordinator)

Recruitment #: #174

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: $5,833.32 per month

Department: JumpStart Grant in Child, Adolescent, and Family Studies (CAFS)

Available: Immediately

Special Conditions: Background/Fingerprint Clearance

Sensitive Position: Yes

Posted: October 21, 2022

Closing Date: November 4, 2022

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 Department of Child, Adolescent, and Family Studies invites applications for a Site Manager position for the Jumpstart Grant. We seek an individual with expertise in Early Childhood Education and Family Studies. The applicant should have experience working with diverse students and possess a master’s degree in Early Childhood Studies, Child Development, Educational Psychology, Human Development, Family Studies, or related field with a strong commitment to social justice and equity within early childhood education.

DUTIES: The primary duties are: 1.) Identify potential program sites, preferably Head Start programs (i.e., serving children from low-income backgrounds) where we could place our student teams, 2.) List the names of the program directors/contact information, 3.) Provide information on the classroom enrollment, 4.) Provide information on the classroom schedules: a) Delivery of the workshop – students will need some direction, but most of the materials are already provided in the Jumpstart online training) b.) Supervise members (classroom observation and debrief), c.) Track number of hours (weekly) members are in the classroom (in Excel), 5.) Scan and upload the submitted weekly time logs – Track number of "members", "non-members", and number of children members served, 6.) Attend and provide weekly progress reports- a.) Report number of missed classroom sessions, 7.) Liaison between Preschool Teachers and CAFS department Chair. Provide updates on school progress, 8.) Work with CAFS Administrative Support Coordinator in organizing grant items (delivery of materials, reminders to students), as well as documenting and completing time sheets for weekly work hours, 9.) Assist with information for Final Report, 10.) Work with the Grant team to prepare proposal changes for next grant submission.

REQUIRED QUALIFICATIONS: The applicant should have experience working with diverse students and possess an earned Master’s degree in Early Childhood Studies, Child Development, Educational Psychology, Human Development,
Family Studies, or related field from an accredited institution. The candidate should demonstrate a strong commitment to social justice and equity within early childhood education. Documented teaching success (especially at the undergraduate level). Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS: Demonstrated success in working effectively and sensitively with a student population that is culturally, economically, and socially diverse, including the dominant characteristics of “first-generation college attendance;” Scholarly engagement within the field of Child, Adolescent and Family Studies with expertise in either ECE with a Preschool background, School Aged and/or Adulthood and Aging; practical experience or related work in a family setting; Demonstration of ability to contribute to the diversity and excellence of the academic community through research, teaching and/or service; Active participation in Child Development professional associations or networks related to area of expertise; Demonstrated commitment to active, student-centered learning; Experience teaching at the college or university level.

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 #174 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.

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.

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.

MANDATED REPORTER: The person holding this position is considered a “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 as a condition of employment.

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.