Position Title: RESEARCH TECHNICIAN (Researcher)

Recruitment #: #184

Full/Part-Time: Part-time, 20 hours per week

Temporary: Temporary, ends on or before September 30, 2024. Any continuation beyond September 30, 2024, is contingent upon satisfactory performance and available funding. Employment is at-will.

Salary: $1,300 - $3,356.50 per month based on 20 hours per week. (Anticipated hiring salary will be $1,551 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: October 11, 2023

Closing Date: For priority consideration, application materials must be received by October 27, 2023, 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: [link](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.
- Please review the Application Procedure section for instructions on how to submit your application.

POSITION PURPOSE: 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. A highly qualified education research technician will be hired to assist the grant management team in implementing the rigorous, multifaceted evaluation plan. Under the direction of the program director, this person will work closely with the program evaluator/program director to assess the project’s effectiveness and impact on student success.

DUTIES:
- Supporting the internal monitoring/research team and external evaluator.
- Interfacing with CSUB’s IRPA.
- Supporting the PD with reporting on performance measures and annual progress.
- Track student data
- Helping to ensure that research results are reported accurately and disseminated appropriately to all internal and external stakeholders.
- Synthesizing and collecting data required by the project.
- Perform other job-related duties and special projects as assigned.
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.
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REQUIRED QUALIFICATIONS:
• Equivalent to graduation from a four-year college or university. Additionally, experience which has demonstrated that the applicant has acquired and successfully applied the knowledge and abilities delineated above may be substituted for the required education on a year-for-year basis.
• One (1) year of related experience in technical research or statistical work required.
• Proficiency in Microsoft Office.

SKILLS, KNOWLEDGE, ABILITIES:
• Regular and reliable attendance is required.
• Ability to gather and evaluate research.
• Coordinate with multiple agencies to assess project’s effectiveness with student success.
• 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:
• Master’s degree in a related field, experience in processing student data, one year of experience in an educational 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://maindata.csub.edu/media/53846/download?inline and must be completed in full and received in the Human Resources Office via email 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 #184 in the subject line.

Applications are available outside the Office of Human Resources and may be downloaded from the CSUB Auxiliary for Sponsored Program Administration 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 CSUB Auxiliary for Sponsored Program Administration page at: https://www.csub.edu/hr/auxiliary. 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.

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.