



<b>Position Title:</b>	<b>JUMPSTART ASSISTANT SITE MANAGER (Coordinator)</b>
<b>Recruitment #:</b>	<b>185</b>
<b>Full/Part-Time:</b>	<b>Part-time, 20 hours per week</b>
<b>Temporary:</b>	<b>Temporary, ends on or before August 31, 2024. Any continuation beyond August 31, 2024, is contingent upon satisfactory performance and available funding. Employment is at-will.</b>
<b>Salary:</b>	<b>\$1,700 - \$3,466.50 based on 20 hours per week (Anticipated hiring salary will be \$3,033.45 per month)</b>
<b>Department:</b>	<b>Jumpstart Grant for Child, Adolescent &amp; Family Studies (CAFS)</b>
<b>Available:</b>	<b>Immediately</b>
<b>Special Conditions:</b>	<b>Background/Fingerprint Clearance</b>
<b>Sensitive Position</b>	<b>Yes</b>
<b>Posted:</b>	<b>January 3, 2024</b>
<b>Closing Date:</b>	<b>For priority consideration, application materials must be received by January 17, 2024, however, the position will remain open until filled.</b>

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

**APPLICATION PACKET REQUIREMENTS:** Please review the Application Procedure section for instructions on how to submit your application. This position requires (including those on campus) submission of:

- A standard CSUB, Auxiliary job application download at: (<https://maindata.csub.edu/media/53846/download?inline>)
- Names of three (3) professional references
- Copy of degree/transcripts/typing certificate (within 2 years), if applicable and requested
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education, and experience required.

**POSITION PURPOSE:** The Department of Human Development, and Child, Adolescent, and Family Studies invites applications for an Assistant 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)** to assist the Site Manager and serve as the contact person for the AV campus students; **2)** engage in recruitment and orientation of Jumpstart students with various Jumpstart requirements; **3)** advise undergraduate students; **4)** participate in supervision of student's practicum work; **5)** engage in community service related to one's academic expertise, and **6)** participate in the broader Child Development and Family Studies Areas, especially within the local area.

- Identify potential program sites, preferably Head Start programs (i.e. serving children from low-income backgrounds) where we could place our student teams.
- List the names of the program directors/contact information.
- Provide information on the classroom enrollment.
- 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).

#### **Auxiliary for Sponsored Programs Administration**

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- Scan and upload the submitted weekly time logs.
- Attend and provide weekly progress reports; a.) Report number of missed classroom sessions.
- Liaison between Preschool Teachers and HD-CAFS department Chair. Provide updates on school progress.
- Work with HD-CAFS ASC in organizing grant items (delivery of materials, reminders to students), as well as documenting and completing time sheets for weekly work hours.
- Assist with information for Final Report
- 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.

**PREFERRED QUALIFICATIONS:** Demonstrated success in working effectively and sensitively with a student population that is culturally, economically, and socially diverse, including generation college attendance; engagement within the field of Child, Adolescent and Family Studies with expertise in either ECE with a Preschool background, Schooled 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; and Demonstrated commitment to active, student-centered learning.

**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 by 5:00 p.m. via email 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 materials to [jobs@csub.edu](mailto:jobs@csub.edu) and reference Auxiliary #185 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.

**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.