



Position Title:	Faculty Principle Investigator (PI)
Recruitment #:	209
Full/Part-Time:	Part-time, 20 hours per week
Temporary:	Temporary, ending on or before September 30, 2026. Any continuation beyond September 30, 2026, is contingent upon satisfactory performance and available funding. Employment is at-will.
Salary:	\$2,526.50 - \$8,110 per month. However, offer amount will be commensurate with candidate's experience, education, skills, and training.
Department:	Grant: A Model HIS Career Pathway to Health Sciences Department: College of Natural Sciences, Mathematics, & Engineering (NSME)
Available:	Immediately
Special Conditions:	Background/Fingerprint Clearance
Sensitive Position	Yes
Posted:	December 5, 2025
Closing Date:	December 19, 2025

THIS RECRUITMENT IS AVAILABLE TO CURRENT ON-CAMPUS EMPLOYEES ONLY.

APPLICATION PACKET REQUIREMENTS

This position requires **(including those on campus)** submission of:

- A standard CSUB, Auxiliary job application download at: (https://www.csub.edu/hr/hrdocs/CSUB_Auxiliary_Employment_Application.pdf)
- 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.
- Please review the Application Procedure section for instructions on how to submit your application.

POSITION PURPOSE: The position operates within the College of Natural Sciences, Mathematics, and Engineering (NSME) at CSU Bakersfield, under the Department of Public Health. Under general direction of the Dean of NSME, the Faculty Principle Investigator (PI) of the Title V Grant Pathways Adelante (SP278) is responsible for meeting milestones outlined in the US Department of Education's funded program. The PI will be responsible for leading the development, implementation, and assessment of advising strategies and student services for Pathways Adelante students. This role will work in alignment with the Excelencia in Education framework to ensure students in health sciences programs receive timely academic planning support, career exploration guidance, and access to essential resources.

DUTIES:

Lead and Develop Advising Strategies

- Identify and fill gaps in the educational pipeline and CSUB's academic programs to meet a widely recognized community need for an effective pathway to healthcare careers that reflects new research effectiveness and community needs.
- Develop a First Year Seminar (FYS) course for the healthcare careers pathway to provide students with evidence-based career, academic, and financial planning support.
- Assess advising and student service strategies for Pathways Adelante students in alignment with the Excelencia in Education framework:
- Conduct regular evaluations to measure the effectiveness of advising interventions and student outcomes.

Industry & Community Partnerships

- Engage industry and community partners in strengthening curriculum to ensure graduates have the knowledge and skills that meet industry needs.
- Establish paid internship opportunities with community partners and oversee the recruitment and placement of students interns and continued monitoring with internship supervisors.
- Strengthen academic and career pathway advising through an effective, culturally competent and sustainable cohort advising model.
- Work closely with faculty and staff to integrate student services into core health sciences courses.

Auxiliary for Sponsored Programs Administration

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- Develop course-embedded interventions that improve student retention and academic success.

Monitor and Achieve Grant Milestones

- Complete major project components as listed in the awarded proposal.
- Develop and lead the vision, goals, and operational strategies in alignment with federal grant expectations and campus student success priorities
- Ensure all Pathways Adelante services are delivered in accordance with grant requirements, federal regulations, and CSU Bakersfield's institutional priorities.
- Collaborate with the Office of Grants, Research, and Sponsored Programs (GRaSP) throughout the grant cycle to ensure alignment with institutional and federal requirements.
- Lead grant support staff to ensure objectives are being met.

Student Support & Enrollment

- Improve the delivery of support services to make them more responsive to individualized student needs, more holistic in their scope, and more effective in connecting with students who need them.
- Grow enrollment in health sciences programs, improve retention, and increase transfer to support long-term program viability and sustainability of improvements.
- Improve equitable and timely completion to reduce financial impact on students, the institution, and taxpayers.

REQUIRED QUALIFICATIONS: PhD in STEM-related field and three (3) years of experience as Principal Investigator for US Department of Education Title V grants

SKILLS, KNOWLEDGE, ABILITIES (SKA's):

- Regular and reliable attendance is required.
- Thorough knowledge of federal grant requirements, compliance, and reporting expectations.
- Experience using assessment results and student outcome data to refine advising practices and student support services.
- Ability to lead multi-year projects, set and monitor milestones, and ensure alignment with institutional priorities and federal regulations.
- Skill in coordinating with sponsored programs/grants offices and supervising grant-supported staff to meet project objectives and timelines.
- Skill in collecting, analyzing, and interpreting quantitative and qualitative data related to student outcomes, advising effectiveness, and program performance.
- Ability to translate findings into actionable improvements in services, policies, and program design.
- Strong written and oral communication skills to collaborate effectively with faculty, staff, administrators, students, and external partners.
- 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.
- Thorough knowledge of English grammar, spelling, and punctuation.
- Ability to interpret, communicate and apply policies and procedures.
- 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.
- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work occasional holidays and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

PREFERRED QUALIFICATIONS: Demonstrated skills in an institutional/educational environment possessing 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/hr/hrdocs/CSUB_Auxiliary_Employment_Application.pdf) 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 and reference **Auxiliary #209** 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 California State University Bakersfield Auxiliary for Sponsored Program Administration page at: <https://www.csub.edu/hr/auxiliary.shtml>. 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.