



<b>Position Title:</b>	<b>Standardized Patient Program Coordinator (Analyst)</b>
<b>Recruitment #:</b>	<b>210</b>
<b>Full/Part-Time:</b>	<b>Full-time</b>
<b>Temporary:</b>	<b>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.</b>
<b>Salary:</b>	<b>\$3,879 - \$8,318 per month (Anticipated hiring salary not expected to exceed \$5,000) However, offer amount will be commensurate with candidate's experience, education, skills, and training.</b>
<b>Department:</b>	<b>Nursing</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>December 23, 2025</b>
<b>Closing Date:</b>	<b>For priority consideration, application materials must be received by <u>January 6, 2026</u>, 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**

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](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:** Under general direction of the Strong Workforce For the Future(SWFF) Project Director in the College of NSME Department of Nursing, the Standardized Patient Program Coordinator (SPPC) serves as the primary liaison among students, standardized patients, faculty, staff, departments, and community partners to ensure efficient day-to-day project operations, including the Standardized Patient (SP) Program. The SPPC oversees data collection and reporting to Health Resources & Services Administration (HRSA), manages program operations, and leads the recruitment, training, and evaluation of standardized patients. Additional responsibilities include developing SP training materials, maintaining and coordinating Objective Structured Clinical Examination (OSCE) and simulation schedules, and supporting faculty with student clinical simulation activities. The SPPC also collaborates with faculty and staff to strengthen clinical partnerships through preceptor and SP recruitment, training, and retention; provide administrative support for the Faculty Mentorship Program; and develop materials such as training manuals, newsletters, and other communications that promote project goals.

#### **DUTIES:**

##### Standardized Patient Program Support & Operations

- Recruit, screen, and schedule standardized patients; attend outreach events to recruit new SPs and interview interested applicants.
- Assist with developing, updating, and delivering SP training sessions; prepare and maintain SP case materials and training resources.
- Collaborate with faculty and clients to create realistic clinical scenarios and SP cases that align with course learning objectives and stakeholder needs.
- Coordinate and conduct learner orientations in partnership with faculty.
- Monitor SP performance for quality and consistency, including realism of portrayal, checklist accuracy, and learner feedback; document performance and improvement needs.
- Build and maintain SP, OSCE, and simulation schedules; secure and confirm rooms and Simulation Center space.

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

California State University, Bakersfield  
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- Organize logistics and room set-up for simulation activities, including physical exam tools, equipment, supplies, and audiovisual technology. Maintain clean, safe, and efficient workspaces.
- Assist with purchasing of simulation equipment as directed by faculty and attend equipment trainings.
- Maintain inventory of SP and simulation supplies; prepare project materials for SPs, proctors, monitors, and Simulation Center staff and send project reminders.
- Track SP-related payroll and project costs for entry into program databases and budget monitoring.
- Document project workflows and responsibilities for new SP-related initiatives; contribute to the SP employee handbook and other operational documentation.
- Identify, cultivate, and maintain community and clinical partners to support the SP Program and related simulation activities.
- Coordinate with community and clinical partners and faculty to develop new SP-based simulation cases and experiential learning opportunities.
- Maintain up-to-date records of standardized patients and community/clinical partners (e.g., contact information, participation history) for use in scheduling, communications, and SP program reporting.
- Identify and report facility, software, and equipment maintenance needs related to SP and simulation activities to appropriate personnel.

Faculty Mentorship Program Administrative Support

- Enter student applications information for faculty review and maintain database information regarding faculty mentees, clinical sites, and outreach activities.
- Record and summarize outreach activities (types of activities, frequency, participation, and outcomes) for use in internal and sponsor reports related to the Faculty Mentorship Program and SWFF project.
- Assist with developing and administering surveys for the Faculty Mentorship Program and SWFF project; compile and prepare survey results for analysis and reporting.
- Prepare travel reports and follow-up documentation related to Faculty Mentorship Program and SWFF project activities.

Program and Budget Administration

- Maintain and monitor the overall project budget; track expenditures and provide information for financial summaries, projections, and reports.
- Compile data and narrative sections for end-of-year and other required reports related to the Faculty Mentorship Program and SWFF project for HRSA and internal stakeholders.
- Assist with budget-related administrative processes (e.g., purchase requests, reimbursements, and documentation of project-related costs).
- Work proficiently with Microsoft Word, Excel, and PowerPoint to prepare reports, presentations, correspondence, and other project documents.
- Design and help develop flyers, newsletters, and other marketing materials to promote the Standardized Patient Program, Faculty Mentorship Program, and related project initiatives.
- Create marketing materials and PR kits for cultivation meetings with community and clinical partners.
- Draft and send thank-you letters and other appreciation/recognition communications to simulation partners, including community partners, standardized patients, preceptors, and other stakeholders.
- Provide general administrative support to the Project Director and project team as needed to ensure smooth operation of grant-funded activities.

**REQUIRED QUALIFICATIONS:** Equivalent to a bachelor's degree in a related field and at least three (3) years of relevant experience.

**LICENSES:** 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 skill in using major online databases and data analyzation.
- Working knowledge of general practices, programs, and/or an administrative specialty; applies fundamental concepts with minimal guidance.
- Working knowledge of budget policies and procedures.
- Ability to compile, write, and present reports related to program or administrative specialty.
- Learns, interprets, and applies a wide range of policies and procedures affecting the program, organizational unit, and/or administrative specialty.
- Knowledge of methods and procedures for research, data collection, and statistical analysis; applies them appropriately to assigned work.
- Analyzes data and develops accurate projections using business math and basic statistical techniques.
- Ability to organize and plan work and projects including handling multiple priorities.
- 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:**

- Experience with health care systems (Typhon).
- Knowledge of research systems, preferably in a university setting.
- Experience with project or program management and outreach.
- Project management and/or federal grant experience.
- 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/hr/\\_hrdocs/CSUB\\_Auxiliary\\_Employment\\_Application.pdf](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](mailto:jobs@csub.edu) and reference Auxiliary #210 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.

**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.

The California State University ("CSU"), including California State University, Bakersfield is committed to an inclusive and equitable community that values diversity and fosters mutual respect. All students and employees have the right to participate fully in CSU programs, activities, admission, and employment free from discrimination, harassment, sexual misconduct, sexual exploitation, dating violence, domestic violence, stalking and retaliation. The [CSU Nondiscrimination Policy](#) prohibits discrimination and harassment based

on any protected status, sexual harassment, sexual misconduct, sexual exploitation, dating violence, domestic violence, stalking, prohibited consensual relationships, and retaliation.

Campus contact for our Nondiscrimination policy is Allan Williams, Associate Vice President of Civil Rights & Compliance, (661) 654-2713.