



<b>Position Title:</b>	<b>OVW GRANT PROJECT DIRECTOR (Coordinator)</b>
<b>Recruitment #:</b>	<b>189</b>
<b>Full/Part-Time:</b>	<b>Full-time</b>
<b>Temporary:</b>	<b>Temporary, ends on or before September 30, 2025. Any continuation beyond September 30, 2025, is contingent upon satisfactory performance and available funding. Employment is at-will.</b>
<b>Salary:</b>	<b>\$3,400 - \$6,933 per month (This anticipated hiring salary will \$4,536 per month)</b>
<b>Department:</b>	<b>Office of The President – Equity, Inclusion, and Compliance</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>May 3, 2024</b>
<b>Closing Date:</b>	<b>For priority consideration, application materials must be received by <u>May 17, 2024</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://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.
- Please review the Application Procedure section for instructions on how to submit your application.

**POSITION PURPOSE:** Reporting to the Chief Diversity Officer & Special Assistant to the President, the Project Director will manage day-to-day responsibilities associated with the Office of Violence Against Women (OVW) Grant from the Department of Justice. Responsibilities include but are not limited to: implementation of grant program (activities, policies, and protocols), technical reports and assessment and daily correspondence with internal partners and external agencies. The grant will require the Project Director to be responsible for coordination and implementation of the grant program and activities with special attention paid to the Coordinated Community Response Team (CCRT) for coordinated education, prevention, advocacy, and support of victims of sexual violence and dating violence, and all related grant-outlined activities. This position will work collaboratively with the Division of Equity, Inclusion, and Compliance to ensure all aspects of the grant requirements are met and maintained.

#### **DUTIES:**

- Coordinate the OVW grant project and correspond with OVW as necessary or required in grant guidelines.
- Compile, review, and edit progress and financial reports.
- Develop and implement culturally sensitive Bystander Intervention training for all students.
- Create and manage the Coordinated Community Response (CCRT) team by integrating campus and community stakeholders in order to develop a comprehensive plan to prevent and respond to sexual violence on campus.
- Produce grant reports and assessments.

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

California State University, Bakersfield  
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- Participate in mandatory and ongoing OVW training and technical assistance. Must be able to travel to training conferences several times per year.
- Perform other grant activities as required and assigned.

**REQUIRED QUALIFICATIONS:** A Bachelor's degree from an accredited institution and at least one (1) year of experience in prevention and/or response in the area(s) of sexual assault, domestic violence, dating violence, and stalking (could include graduate area studies or research). Demonstrated ability successfully working with diverse communities.

**SKILLS, KNOWLEDGE, ABILITIES (SKA's):**

- Regular and reliable attendance is required.
- Working knowledge of general practices, program, and/or administrative specialty.
- Basic knowledge of and ability to apply fundamental concepts. Working knowledge of budget policies and procedures.
- Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the applicable program, organizational unit, and/or administrative specialty.
- Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Ability to organize and plan work and projects including handling multiple priorities.
- Ability to make independent decisions and exercise sound judgment.
- Ability to compile, write, and present reports related to program or administrative specialty.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- 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, 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.

**PREFERRED QUALIFICATIONS:** Bilingual (English - Spanish).

**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 #189 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.