CSUB JOB ANNOUNCEMENT

Position Title: PEER MENTOR PROGRAM SPECIALIST (Student Services Professional IA)
Recruitment #: #2181
Full/Part-Time: Full-Time
Employment Type: Temporary, ends on or before June 30, 2018. Any continuation beyond June 30, 2018 is contingent upon satisfactory performance and available funding.
Bargaining Unit: R04
Salary: $3,212 - $3,929 per month Non-Exempt
Department: Academic Advising Resource Center, Enrollment Management
Available: Immediately
Special Conditions: Background/ Fingerprint
Sensitive Position: Yes
Posted: August 10, 2017
Closing Date: August 25, 2017

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 CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
• Names of three professional references
• Copy of degree/transcripts/typing certificate, if required
• Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Under the general supervision of the Advising Center Coordinator and the Peer Mentor Program Coordinator in the Academic Advising Resource Center (AARC), the incumbent will assist in developing and delivering the peer mentoring program for First Year Students entering CSUB and collaborate with key colleagues across campus as well as community partners. The position will also support the administrative functions of the department including communicating with all peer mentors/mentees and maintain databases of mentee communications.

DUTIES:
• Identify and recruit Peer Mentors from current student population.
• Conduct community outreach to recruit program partners and support.
• Develop outreach materials to market Peer Mentor opportunities.
• Offer training, support, encouragement, and guidance (retention services) to Peer Mentors.
• Plan, develop and coordinate the Peer Mentor Training sessions.
• Plan, develop and coordinate Mentee workshops and network opportunities.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
• Lead the Peer Mentor meetings and in-services.
• Meet with Peer Mentors individually on a regular basis to review weekly assignments and address caseloads assignments.
• Record activities and caseload statistics as needed for reporting requirements.
• Other duties as signed by the supervisors.

REQUIRED QUALIFICATIONS: Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration, or a job-related field; and recent experience working in one of the student services program areas or related field which gives evidence of the skills, knowledge and abilities above. Specialized experience in a university financial aid office may be substituted for the required education on a year-for-year basis.

• Demonstrate 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.
• 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 proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, and collaborative calendaring and email software.
• Working knowledge of or ability to quickly learn University infrastructure, academic and administrative structure, policies and procedures.
• Knowledge and competence in Microsoft Word, Excel, and PowerPoint.
• Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS: Experience working with a Peer Mentor Program is preferred.

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. 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 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 CSU or individuals in the university community.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield 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 state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.
Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources 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 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.