



CSU Bakersfield

Office of Human Resources

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(661) 654-2266
(661) 654-2267 Job Line
www.csub.edu/bas/hr

CSUB JOB ANNOUNCEMENT

Position Title:	GRANTS AND OUTREACH SUPPORT (Administrative Support Coordinator I)	
Recruitment #:	#2130	
Full/Part-Time:	Full-Time	
Employment Type:	Temporary, ends on or before December 31, 2017. Any continuation beyond December 31, 2017 is contingent upon satisfactory performance and available funding.	
Bargaining Unit:	R07	
Salary:	\$2,846 - \$4,619 per month	Non-Exempt
Department:	School of Natural Sciences, Mathematics, & Engineering (NSME)	
Available:	Immediately	
Special Conditions:	Background/ Fingerprint	
Sensitive Position:	Yes	
Posted:	March 17, 2017	
Closing Date:	For priority consideration, application materials must be received by <u>March 31, 2017</u>, however, the position will remain open until filled.	

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.

NSME's administrative support staff play a critical role in supporting the School's and CSUB's mission, vision and values. The outreach and grants support Administrative Support Coordinator I (ASC I) provides a variety of complex and responsible administrative support duties and serves as a resource to the dean and associate dean, chairs, faculty, staff, and students.

DUTIES:

Outreach Administrative Support:

- Perform general office functions such as answer phones and convey messages, screen and distribute mail, take and transcribe meeting minutes, coordinate travel arrangements and process travel forms for personnel, submit work requests, etc. associated with outreach events such as REVS-UP and REVS-PUP, the Fab Fest, the Fab Lab, etc.
- Assist with planning and arrangements of outreach events and meetings.
- Assist with outreach communications and recordkeeping.
- Monitor and track fiscal transactions.

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.

- Maintain outreach related web sites.
- Create, maintain, and complete forms, letters, procedures and reports, and review for completeness and accuracy.
- Maintain confidential office files and logs.
- Inventory and procure supplies, stationery, equipment, and materials as needed.
- Ensure a safe work environment by supporting university safety protocols.
- Event planning, including preparation of programs and scripts and service as a School representative for university events such as commencement.

Faculty Grant Support:

- Perform grant related transactions such as setting up accounts, ordering supplies, filing out hiring and travel forms, timekeeping, etc.
- Serve as a resource for faculty with small grants in dealing with other offices across campus.
- Serve as a liaison between faculty and GRaSP.
- Assist with the planning and management of budgets, including grants, gifts, donations, and special initiatives.

Other Job Functions:

- Perform other job-related duties and special projects as assigned.
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

REQUIRED QUALIFICATIONS: A high school diploma or equivalent and four years of recent (within three years) demonstrated progressively responsible office administrative support experience. The candidate must have the following:

- Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, the internet, and online calendaring and email.
- Working knowledge of or ability to quickly learn campus software and applications, including MS Word and Excel for correspondence and budget tracking; Outlook for email and calendaring; CMS/CFS for budget reconciliation; MyCSUB for absence management, class scheduling, and faculty workload; 25Live for event scheduling; and WCMS for webpage creation and maintenance.
- 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.
- Ability to work under minimal supervision while setting priorities and completing all work in a timely manner.
- Excellent problem solving, customer service, communications, and organizational skills.
- Ensure accurate information is communicated and appropriate referrals are made.
- Ability to coordinate a variety of functions and apply judgment, discretion, and initiative in performing a variety of complex support tasks.
- Ability to independently research, analyze, and make recommendations.
- Ability to maintain a high degree of confidentiality.
- Excellent communication skills including the 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 consistently, even when specific guidelines may not exist.
- Ability to analyze operational and procedural issues and develop and recommend solutions to problems.
- Ability to be precise and detailed in performance of challenging administrative support work.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines, and complete all projects accordingly.
- Working knowledge of or ability to quickly learn and adhere to university infrastructure, policies, and procedures.
- Ability to perform standard business math, track financial data, and make simple projections.
- Proficiency in bookkeeping practices and an ability to maintain and reconcile accounts and budgets in accordance to prescribed procedures.

PREFERRED QUALIFICATIONS:

- Experience with social media, website maintenance.
- Demonstrated skills utilizing a customer-oriented and service-centered attitude.
- Bachelor's degree from an accredited university.

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.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

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.

MANDATED REPORTER: The person holding this position is considered a “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 as a condition of employment.

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.