



Position Title:	PROGRAM SPECIALIST (2 openings) (Academic Coach)
Recruitment #:	192
Full/Part-Time:	Full-time
Temporary:	Temporary, ends on or before June 30, 2025. Any continuation beyond June 30, 2025, is contingent upon satisfactory performance and available funding. Employment is at-will.
Salary:	\$3,200- \$5,001 per month (Anticipated monthly rate will be \$4,000 per month)
Department:	College Assistance Migrant Program (CAMP) in the Enrollment Management Division
Available:	Immediately
Special Conditions:	Background/Fingerprint Clearance
Sensitive Position	Yes
Posted:	August 28, 2024
Closing Date:	September 11, 2024

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://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.

The College Assistance Migrant Program (CAMP) is seeking a qualified individual with demonstrated student recruitment, academic guidance, and career development skills to provide high quality services to the community and most importantly to the program participants.

This temporary, full-time, 12-month position is available immediately for the CAMP Program through CSU, Bakersfield - Auxiliary for Sponsored Programs Administration and ends on or before June 30, 2025. Any continuation beyond June 30, 2025, is contingent upon available funding and satisfactory performance. Generally, the work schedule will include evening and weekend shifts; therefore, candidates must have scheduling flexibility to meet the changing needs of the department and its students. Under normal circumstances this position requires constant driving to CAMP serving areas.

PROGRAM SUMMARY: Operating since 2000, the College Assistance Migrant Program at California State University, Bakersfield (CSUB) is federally funded through a competitive grant process by the U.S. Department of Education, Office of Migrant Education. CAMP is an educational equity program designed to assist its first-time freshmen students during their first year in college, to successfully complete their freshmen year at CSU, Bakersfield. In high school, CAMP participants are assisted with the transition from high school to college and the completion of their college admission.

DUTIES:

- Assist in the recruitment efforts to identify, recruit, and enroll approximately 65 students per year.
- Assist in the preparation of leadership activities and academic outreach activities (Migrant Youth Day, CSU Apply and FAFSA workshops).
- Assist to establish and maintain professional working relationships with target school districts, postsecondary educational institutions, regional and local migrant education offices, and community agencies to ensure cooperative referrals and coordination of recruitment and referral activities.
- Verify and confirm all CAMP participants' eligibility documentation to ensure that each student meets program's eligibility as established by the U.S. Department of Education, Office of Migrant Education.

Auxiliary for Sponsored Programs Administration

California State University, Bakersfield
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- Assist in the implementation of effective retention strategies (e.g. student progress, peer mentoring, CAMP Alumni Mentoring) to ensure students complete the program objectives.
- Facilitate student support services for program participants as needed (e.g. financial assistance, book referrals, transportation, eye-care, community and medical referrals, etc.)
- Develop rapport with student participants to provide supportive services (e.g. personal counseling, mentoring, dental or vision care referrals) to increase student retention and graduation rates.
- Monitor and serve a caseload of 35 project participants in service areas; create files of required program documentation (e.g., eligibility, support services, financial support) for each CAMP participant.
- Ensure that 95% of student caseload completes their first academic year with a minimum of 24 units.
- Ensure that 95% of first academic year completers continued in a postsecondary education program the subsequent term.
- Create and maintain students' files, update student contact information, and properly record surrendered services on students' case-notes file to assist with required project reports by the U.S. Department of Education.
- Organize and conduct career development, life skills, and academic and financial aid workshops with the assistance of campus departments and community partnerships.

REQUIRED QUALIFICATIONS: Equivalent to a bachelor's degree from an accredited college or university in a related discipline (Sociology, Psychology, Child Adolescent, Anthropology, etc.) for this position AND two (3) years of progressively professional work experience in educational programs with emphasis in areas of student support services for seasonal farmworkers, academic advising, migrant education, and/or career skills development. A master's degree in a directly related field (School Counseling, Social Work, Sociology, Psychology, etc.) may be substituted for one year of required experience. Must have own transportation, valid driver's license, and insurance, and the ability to complete a web-based training in defensive driving. Must be willing to travel and attend training programs off-site for professional development (e.g., Annual Directors' Meeting, HEPCAMP Association Conference). Must be able to work overtime, occasional holidays, and adjust working hours to meet the changing needs of the program and its students.

LICENSES – Possession of a valid driver's license or the ability to obtain by date of hire.

SKILLS, KNOWLEDGE, ABILITIES (SKA's):

- Ability to independently and efficiently perform detailed work with high degree of accuracy in a high-volume, deadline-driven environment.
- Effective oral and written communication skills (Bilingual abilities in English and Spanish is preferred).
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Be self-motivated, able to work unsupervised, and in partnership with university staff, HEP and CAMP personnel, and community partnerships.
- Perform and maintain an atmosphere of excellent internal and external customer service within the University campus, HEP and CAMP department, and community.
- Effectively relate to a diverse student population that includes a wide range of ages, socioeconomic, academic, and cultural backgrounds.
- Ability to maintain confidential student records and maintain a high degree of confidentiality.
- Ability to manage small and large groups in meetings and/or presentations.
- Excellent computer skills and competence with a variety of computer applications to perform job remotely as needed by institution guidelines; programs include Zoom, Microsoft Teams, PeopleSoft, word-processing, presentation slides, spreadsheets, databases, online calendaring and email.

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 and reference Auxiliary #192 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>. 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.