



<b>Position Title:</b>	<b>ADVISING SUPPORT SPECIALIST (Specialist)</b>
<b>Recruitment #:</b>	<b>193</b>
<b>Full/Part-Time:</b>	<b>Part-time, 20 hours per week</b>
<b>Temporary:</b>	<b>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.</b>
<b>Salary:</b>	<b>\$1,600 - \$2,625 per month based on 20 hours per week (Anticipated hiring salary is \$2,134.50)</b>
<b>Department:</b>	<b>Nursing Department</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>September 11, 2024</b>
<b>Closing Date:</b>	<b>For priority consideration, application materials must be received by September 25, 2024; 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 the general supervision of the Associate Dean of the School of Natural Sciences, Mathematics, and Engineering (NSME), and under the daily lead direction of the Nursing Department Chair, the Advising Support Specialist is responsible for performing basic student services work following well established policies and work procedures. The Advising Support Specialist will lend direct support to the Nursing Department and Pre-Licensure Nursing Academic Advisor by monitoring academic progress and assisting in establishing academic plans for students while contributing to an environment which fosters and supports retention and timely graduation, resulting in academic success.

#### **DUTIES:**

##### Academic Advising Support

- Assist higher-level student services professionals in working with individual students to review and understand their academic records and to assist them in developing individualized program completion plans for each student, based upon unique student needs.
- Provide communication through one-on-one appointments, daily electronic communications, phone calls and group workshops.
- Interpret and inform students about basic university, college, and program level academic policies and procedures.
- Meet regularly with individual students to track their academic success, assist in identifying options to satisfy degree requirements and, evaluate and make recommendations on established petitions and amendments to student's program of study to assist in their degree completion.

##### Nursing Administrative Support

- Provide support to the Nursing Department and assist the Pre-Licensure Nursing Academic Advisor in processing forms such as updating Pre-Health academic outlines for in person or virtual appointments and electronic communications (email or phone) and updating advising and administrative policies form and articulation chart for the Bachelor of Science in Nursing (BSN) program.
- Work with the following document imaging systems to assist with accurately determining a student's eligibility for the BSN program.
  - i. OneDrive: Update the Pre-Health academic outline, track grades, courses, and GPA calculation.
  - ii. RunnerConnect: Provide appointment updates, track student progress, and access previous advisor notes.

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- iii. OnBase: Access official transcripts and test scores not yet evaluated and information on Pre-Health student's path to Nursing.
- iv. PeopleSoft: Review course history and transfer units and run queries on Pre-Health students.
- Assist with running various reports using Office 365 applications as directed. Analyze student files and create student specific roadmaps to graduation using established outline templates.
- Provide support to the Pre-Licensure Nursing Academic Advisor by running pre-established queries through PeopleSoft on current students and incoming Pre-Health students and updating documentation for the upcoming cycle.

#### Outreach Support

- Following well defined procedures, collaborate and advocate with university units outside of the Nursing Department on behalf of individual students, including working with feeder High Schools and Community Colleges, various on campus units, etc.
- Assist with and attend various outreach events as assigned which includes:
  - v. Participating in separate orientation sessions with Pre-Health Academic Advisors.
  - vi. Assisting during commencement as assigned by the Graduation Committee to ensure the event runs smoothly.
  - vii. Attending outreach events to promote the BSN program and Nursing Department programs, providing information on Pre-Health. Events include but are not limited to, BC Transfer, Kern County College Night, and Future Runners Day as required by the College of NSME and Department of Nursing.

**REQUIRED QUALIFICATIONS:** Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration, or job-related field and one (1) year of recent related experience. Specialized experience during which the applicant has acquired and successfully applied the appropriate knowledge, and abilities may be substituted for the required education on a year-for-year basis. Equivalent amounts of graduate level job-related education may be substituted for the required experience.

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

- Regular and reliable attendance is required.
- Working knowledge of the methods and problems of organization and program management; research and interviewing techniques.
- Knowledge of the principles of individual and group behavior.
- Ability to rapidly acquire such knowledge of the organization, procedures, and activities of the specific campus to which the position is assigned.
- Knowledge of basic principles, practices, and major trends in the Student Services field to which assigned.
- Ability to rapidly acquire a working knowledge of the specific objectives of the campus Student Services program and its relationship to the total campus operation.
- Ability to interpret and apply program rules and regulations, gather, and analyze data, reason logically, draw valid conclusions and make appropriate recommendations.
- Ability to present clear and concise information orally and in written reports.
- 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.

**PREFERRED QUALIFICATIONS:** Demonstrated skills in an institutional/educational environment possessing 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 #193](#) 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.

**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.