



Position Title:	GRADUATE ADVISOR – TITLE VB (Advisor)
Recruitment #:	194
Full/Part-Time:	Part-time, 10 hours per week
Temporary:	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.
Salary:	\$1,495 per month
Department:	Academic Programs
Available:	October 1, 2024
Special Conditions:	Background/Fingerprint Clearance
Sensitive Position	Yes
Posted:	September 11, 2024
Closing Date:	September 25, 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://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: The Graduate Advisor reports to the Title Vb Grant Director. The Graduate Advisor supports grant completion activities and assessment. Activities occurring through the Graduate Student Center will be coordinated by the Title Vb Grant Director and the Associate Dean of Undergraduate and Graduate Studies (AD-GUS). These services include grant-funded activities for STEM-associated graduate programs (KINE, BIOL, GEOL, NURS, CPSY) such as workshops, updates to the GSC website, finalized assessments, awarding of final GRE vouchers, data analysis and updates to graduate studies student coding.

DUTIES:

Graduate Student Recruitment and Outreach

- Update and maintain Grad Excellence and GSC website with information related to grant-funded activities and grant-funded products
- Organize final notes and training documents of grant-funded activities
- Award final GRE vouchers

Graduate Student Advising

- Finalize student support and information videos
- Summative advising assessments

Data Collection and Analysis

- Collect and analyze final graduate student inquiries, enrollment, progress toward degree, and academic standing for end of grant documentation
- Collect final assessments related to grant events or advising for end of grant documentation
- Report all final activities, outreach, and student updates to Title Vb Director for end of grant documentation
- Collect final analytics of social media, website, YouTube, etc. data for end of grant documentation

Other Job Duties

Auxiliary for Sponsored Programs Administration

California State University, Bakersfield
9001 Stockdale Hwy. • 37 ADM • Bakersfield, CA 93311

- Update all grant related activities, facilities, and sponsored events to Grad Excellence website
- Finalize accounting of SWAG items, GRE Prep items, and GSC social media software for end of grant documentation
- Assist GSC, as needed, with final grant funded events such as Grad Slam, workshops, Graduate Studies Summit,
- Graduate Director/Coordinator Orientation, Fall/Spring New Student orientation (graduate).

REQUIRED QUALIFICATIONS:

- Equivalent to graduation from a four-year college or university in a related field
- Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis
- A minimum of two (2) years professional student services work experience
- A Master's degree in a job-related field may be substituted for one year of the professional experience

SKILLS, KNOWLEDGE, ABILITIES (SKA's):

- Highly motivated, team-oriented and experienced in a fast-paced environment.
- Excellent interpersonal and communication skills (both written and verbal).
- Excellent public speaking skills in both small and large group settings.
- Excellent customer service orientation and demonstrated experience working with diverse populations
- Ability to demonstrate initiative and resourcefulness in planning work assignments, planning special events, and implementing long-range program plans.
- Demonstrated skill in analyzing complex problems
- Experience managing multiple tasks with competing priorities.
- Must have a record of achievement and administrative experience in the field arising either from leadership in an academic position or from demonstrated excellence in a leadership position in a business environment.
- Experience in recruiting and advising.
- Must possess outstanding communication and interpersonal skills and a leadership style that fosters team-building and inclusive working relationships with faculty, students, staff, alumni, and other stakeholders.
- Skill set that includes strategic planning, budget and resource management. The university is seeking an innovator who is a visionary and can assist in positioning the graduate programs at CSUB among its peers and its aspirant institutions.
- Skilled in the use of personal computing including word processing, spreadsheets, databases, social media, and presentation software.
- Ability to maintain confidentiality and apply independent judgment and discretion.
- Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS:

- Five (5) years professional student services work experience
- Master's degree in a related field
- 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 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 #194](#) 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.