



Position Title:	INTERNSHIP & CAREER COORDINATOR (Coordinator)
Recruitment #:	197
Full/Part-Time:	Part-time, 20 hours per week
Temporary:	Temporary, ends on or before October 1, 2025. Any continuation beyond October 1, 2025, is contingent upon satisfactory performance and available funding. Employment is at-will.
Salary:	\$1,700 - \$2,500 per month
Department:	College of Natural Sciences, Mathematics & Engineering (NSME)
Available:	Immediately
Special Conditions:	Background/Fingerprint Clearance
Sensitive Position	Yes
Posted:	September 11, 2024
Closing Date:	September 25, 2024

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
- 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 general supervision of the Director of Grants and Outreach, the position is responsible for providing guidance and information on career opportunities, job application review, interview practice, and communication skills development in collaboration with the Center for Career Education and Community Engagement, but specific to STEM fields.

SPECIAL CONDITIONS:

- Applicants interested in working 40 hours per week may also consider applying for position **#198** Internship Career Coordinator in the School of Natural Science, Mathematics & Engineering.

DUTIES:

Student Professional Development

- Provide information on career opportunities, job application review, interview practice, and communication skills development in collaboration with the Center for Career Education and Community Engagement (CECE).
- Assist with industry specific resume writing and cover letter assistance in collaboration with CECE.
- Create and distribute bi-weekly career and internship related newsletters.
- Assist with developing and hosting career and internship workshops each semester, coordinate seminars with industry support.
- Attend and make presentations from scripted materials during new student orientations and NSME-specific courses, and other events as needed

Employer Engagement

- Identify, recruit, develop and maintain relationships with prospective and existing employers that will recruit CSUB students and graduates.
- Support University's initiative to increase internship opportunities and career awareness for students, and industry-sponsored projects.

Auxiliary for Sponsored Programs Administration

California State University, Bakersfield
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- Collaborate with on-campus constituents to develop and promote meaningful and mutually beneficial student internship programs.
- Engage in one-on-one contact with employers through phone, email, and off campus site visits.
- Coordinate relationship development processes and strategies.
- Work collectively with on-campus units including academic departments, advancement, alumni association, and student organizations to provide coordinated customer service to employers.
- Coordinate ongoing assessment of employer relations efforts and provide feedback on the effectiveness of those efforts.
- Collect data and track student progress in support of the PI.

Marketing

- Update the website for NSME Internships
- Assist with developing marketing materials to promote events and employer services.
- Represent CSUB and NSME in various external and campus events.
- Assist with special events and projects as requested.

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 some experience in student services. 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.
- 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.
- Working knowledge of the basic principles of individual and group behavior.
- Knowledge of research and observation techniques for the purpose of recording, classifying, and interpreting factual information.
- Knowledge of the techniques and methods of interviewing.
- Ability to gather and analyze data; reason logically, draw valid conclusions and make appropriate recommendations.
- Ability to participate in and contribute to group meetings, conferences, and interviews.
- Ability to clearly express ideas and recommendations orally and write clear and concise 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, both verbally and in writing.
- 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:

- Experience working in an education setting.
- 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 #197](#) 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.