



<b>Position Title:</b>	<b>Administrative Coordinator (Coordinator)</b>
<b>Recruitment #:</b>	<b>199</b>
<b>Full/Part-Time:</b>	<b>Full-time</b>
<b>Temporary:</b>	<b>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.</b>
<b>Salary:</b>	<b>\$3,400 - \$6,933 per month (Anticipated hiring monthly salary is \$5,000)</b>
<b>Department:</b>	<b>College Corps Program Grant in the Center for Community Engagement &amp; Career Education (CECE)</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>October 11, 2024</b>
<b>Closing Date:</b>	<b>October 25, 2024</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:** The Administrative Coordinator provides administrative support to the CSUB College Corps Program.

**DUTIES:**

- Provide administrative support to the CSUB College Corps Program team, fellows and community host partner sites.
- Perform clerical duties related to administrative details of day-to-day operations
- Provide financial support in processing invoices for payment (Accounts Payable), deposits (Accounts Receivable), track program expenses, reconcile Pro-card for payment request and prepare travel claims for reimbursement/payment
- Reconcile vendor statements to paid/outstanding invoices.
- Assist coordination of events and programming logistics (catering, venue request, facility orders).
- Assist with office support by ordering and stock supplies, inventory control, order reprographic/print jobs, and organization of file system and access.
- Assist with facility operations by coordinating facility maintenance needs.
- Distribute paperwork on campus and to partner campuses and sites for processing.
- Schedule and organize meetings, prepare agendas and take /transcribe meeting notes.
- Respond to university and partner institution inquiries involving members and host agency placements, challenges, and successes, consulting the team and/or supervisor as appropriate regarding sensitive inquiries.
- Track attendance and coordinate timesheets for program staff.

**REQUIRED QUALIFICATIONS:** High school diploma or GED and four (4) years of recent (within seven years) administrative support experience.

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

- Regular and reliable attendance is required
- Thorough, detailed knowledge of the university infrastructure, policies, and procedures.

**Auxiliary for Sponsored Programs Administration**

California State University, Bakersfield  
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- Ability to independently handle multiple work unit priorities and projects.
- Ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist.
- Working knowledge of budget policies and procedures
- Ability to perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections.
- Ability to draft and compose correspondence and standard 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 handle effectively a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature.
- 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.
- Demonstrated 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.
- Thorough 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.

**PREFERRED QUALIFICATIONS:**

- Experience working in higher education environments
- Experience working with grant related expenses and processes.

**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 #199](#) 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:** Not a reporter

**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.