



<b>Position Title:</b>	<b>RESEARCH ASSISTANT</b>
<b>Recruitment #:</b>	<b>202</b>
<b>Full/Part-Time:</b>	<b>Part-time, 20 hours per week</b>
<b>Temporary:</b>	<b>Temporary ending on or before August 31, 2026. Any continuation beyond August 31, 2026, is contingent upon satisfactory performance and available funding. Employment is at-will.</b>
<b>Salary:</b>	<b>\$1,430-\$2,166.20 per month (based on 20 hours per week)</b>
<b>Department:</b>	<b>Grant: Pop the Cap for Child, Adolescent, &amp; Family Studies (CAFS)</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>April 10, 2025</b>
<b>Closing Date:</b>	<b>April 24, 2025</b>

**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](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 primary purpose of this position within the College of Social Sciences and Education is to support the Department of Education FIPSE grant award, specifically the Pathways of Possibilities for Transforming Higher Education Curriculum Alignment Program (POP The CAP) grant. Each Principal Investigator (P.I.) will hire a student and provide guidance on research activities related to the Open Educational Resource (OER) and Open Educational Practices (OEP) components of the grant. Additionally, the P.I.s will assist students with their academic progression towards graduate and postgraduate degrees.

Under the lead direction of the Principal Investigators, the Research Assistant will support the grant by performing key duties such as data collection, content review, and tracking of grant deliverables. This includes gathering data from various online educational repositories, reviewing content for accuracy and compliance, and ensuring that all materials meet ADA and copyright standards. The position also includes providing feedback and recommendations for course module improvements to ensure the highest quality of educational content delivery.

#### **DUTIES:**

##### Data Analysis & Collection

- Assist with locating and accessing Open Educational Resources (OER) from online educational repositories to support curriculum development under the CAP grant.
- Download and extract relevant course content from various sources and organize the materials for review.
- Analyze collected data to determine alignment with specified course topics and curriculum objectives.
- Assist with identifying trends and gaps in existing OER content for proposed course integration.
- Maintain detailed records of data sources, keywords used, search outcomes, and content relevance for grant reporting and tracking.
- Collaborate with P.I.s to interpret findings and support the formulation of content strategies based on analyzed data.

##### Content Compliance & Review

- Assist with reviewing and verifying that collected educational content complies with ADA accessibility standards and copyright regulations, including Creative Commons licensing.

#### **Auxiliary for Sponsored Programs Administration**

California State University, Bakersfield  
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- Review State-mandated courses under the Curriculum Alignment Program (CAP) to ensure the selected OER materials are accurate, relevant, and compliant with licensing requirements. Courses include:
  - Child, Family, and Community
  - Child Growth and Development
  - Health, Safety, and Nutrition
  - Introduction to Curriculum
  - Observation and Assessment
  - Practicum
  - Principles and Practices of Teaching Young Children
  - Teaching in a Diverse Society
- Document and maintain metadata for each resource including source URL, publication date, authorship, licensing terms, and usage restrictions.
- Assist with integrating Universal Design for Learning (UDL) principles into course content reviews to ensure inclusive and equitable educational materials.
- Support the organization and presentation of course content within the Canvas LMS for easy access and navigation by students and faculty.
- Review course modules to evaluate clarity, consistency, and accessibility; provide constructive feedback and recommend enhancements to improve student learning outcomes.

**REQUIRED QUALIFICATIONS:** Bachelor's degree and/or equivalent training and 1-2 years of recent administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

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

- Regular and reliable attendance is required.
- Understanding how to locate, evaluate, and apply open educational materials, as well as familiarity with Creative Commons licensing and usage restrictions.
- Skill in gathering and synthesizing data from various sources; ability to identify relevant information and draw conclusions that support project goals.
- Strong focus on ensuring accuracy in content reviews, documentation of sources, compliance with copyright standards, and ADA accessibility requirements.
- Understanding of how to evaluate and recommend educational content that meets accessibility guidelines and supports diverse learning needs.
- Ability to clearly document sources, summarize findings, and provide written feedback and suggestions for improvement in course materials and modules.
- Ability to manage multiple tasks, prioritize work, and meet deadlines while tracking grant deliverables and maintaining organized records.
- Comfort and capability with digital tools for content review, data entry, and course content organization within platforms like Canvas or other learning management systems.
- 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:**

- Knowledge of Open Educational Resources (OER), Universal Design for Learning (UDL), Copyright Compliance, ADA compliance.
- SPED Credential.
- Knowledge of Universal Design for Learning and Principles associated with accessibility for diverse learners (SPED credential).
- 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 #202](#) 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.

All university programs and activities are open and available to all regardless of race, sex, color, ethnicity or national origin. Consistent with California law and federal civil rights laws, the CSU Bakersfield provides equal opportunity in education and employment without unlawful discrimination or preferential treatment based on race, sex, color, ethnicity, or national origin. Our commitment to equal opportunity means ensuring that every student and employee has access to the resources and support they need to thrive and succeed in a university environment and in their communities. The CSU Bakersfield complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the California Equity in Higher Education Act, California's Proposition 209 (Art. I, Section 31 of the California Constitution), other applicable state and federal anti-discrimination laws, and CSU's Nondiscrimination Policy. We prohibit discriminatory preferential treatment, segregation based on race or any other protected status, and all forms of discrimination, harassment, and retaliation in all university programs, policies, and practices.

The CSU Bakersfield is a diverse community of individuals who represent many perspectives, beliefs and identities, committed to fostering an inclusive, respectful, and intellectually vibrant environment. We cultivate a culture of open dialogue, mutual respect, and belonging to support educational excellence and student success. Through academic programs, student organizations and activities, faculty initiatives, and community partnerships, we encourage meaningful engagement with diverse perspectives. As a higher education institution, we are dedicated to advancing knowledge and empowering individuals to reach their full potential by prioritizing inclusive curriculum development, faculty and staff training, student mentorship, and comprehensive support programs. At CSU Bakersfield, excellence is built on merit, talent, diversity, accessibility, and equal opportunity for all.