



Position Title:	Administrative Coordinator
Recruitment #:	203
Full/Part-Time:	Full-time
Temporary:	Temporary ends on or before June 30, 2026. Any continuation beyond June 30, 2026, is contingent upon satisfactory performance and available funding. Employment is at-will.
Salary:	\$3,864 - \$6,652 per month (Anticipated hiring salary range \$3,900 - \$4,200)
Department:	Grant : CalWISE Title IV-E Program Social Work Department in the College of Social Sciences & Education (SSE)
Available:	Immediately
Special Conditions:	Background/Fingerprint Clearance
Sensitive Position	Yes
Posted:	May 30, 2025
Closing Date:	June 13, 2025

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, the Administrative Coordinator plays a critical role in supporting the Title IV-E program with CalWISE in the Department of Social Work. The Coordinator is responsible for maintaining and preparing information required to support the management of the Title IV-E program through CalWISE. This includes helping gather and submit documentation to support student reimbursement, tracking data for report completion and submission, and assisting in orienting selected students to the program.

DUTIES:

CalWISE Student Information System

- Obtain, enter, and monitor data for CalWISE Student Information System (CSIS) database.
- Coordinate CalWISE admissions process.
- Update CSIS system when students enter and exit the program.

Recordkeeping and Reports

- Keep and maintain reports for the ongoing completion of various reports.
- Work with project coordinator on completion of various tracking mechanisms on an ongoing basis.
- Collaborate with other departments as needed to meet this position's goals and objectives.

Budget

- Work with Sponsored Programs Administration (SPA) to track and record program expenditures.
- Provide supportive documentation to SPA to support student grant disbursement and reimbursements.
- Classify, record, and summarize numerical and financial data to compile and keep CalWISE budgeting.

Auxiliary for Sponsored Programs Administration

California State University, Bakersfield
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Office/Clerical Services

- Complete reports/documents using the Microsoft suite of programs, as well as Adobe and other software programs.
- Maintain student files, including files for students in grant repayment.
- Other office/clerical duties as needed to support the program.
- Order and monitor office supplies inventory.

REQUIRED QUALIFICATIONS: A High School diploma or GED and four (4) years of recent (within seven (7) years) administrative support experience. Substantial experience with bookkeeping desired.

SKILLS, KNOWLEDGE, ABILITIES (SKA's):

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

- Demonstrated skills in an institutional/educational environment utilizing 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 #203 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.