



Position Title:	TITLE IV E ADMINISTRATIVE SUPPORT COORDINATOR (Administrative Coordinator)
Recruitment #:	204
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 \$3,864 - \$4,300)
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:	August 13, 2025
Closing Date:	For priority consideration, application materials must be received by <u>August 27, 2025</u>; however, the position will remain open until filled.

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: Title IV-E Child Welfare Stipend Program is a project of California State University, Bakersfield's Department of Social Work, and it provides professional education and monetary support to graduate social work students who intend to pursue or continue a career in the field of public child welfare.

Under the lead direction of the Principal Investigator and Project Coordinator, the Title IV-E Administrative Support Coordinator provides administrative and student support. This includes serving as the primary point of contact and providing front-line support to Cal IV-E faculty, students, alumni, prospective students, Cal-IV-E Regional Office (UCLA), other Southern region universities with Cal IV-E programs, and campus departments.

DUTIES:

A. Administrative Support

- Maintain in-collection repayment files and collaborate on monthly/quarterly/yearly reports with the University's Collection Department, Project Coordinator, and Fiscal Affairs.
- Coordinate and submit forms for Title IVE payments for students including stipends and check disbursements. Track disbursements and follow up with appropriate departments when needed.
- Maintain students' data electronically, including Title IV-E Contracts, Repayment Information, Stipend Awards, Field documents, Training Certificates, and employment verifications.
- Coordinate travel paperwork for students, including the Authorization to Travel Form, Liability Document, travel agreement, and Emergency Contact.
- Coordinate travel logistics including purchasing airline tickets, arranging transportation, and securing hotel accommodations for students and the Project Coordinator.
- Process Travel Claim Forms for travel reimbursement for students and the Project Coordinator and provide required backup documentation.
- Assist with Title IV-E general admission questions, elevating complex questions to the Project Coordinator.
- Assist with the compilation of application packets for distribution and file completed packets.

Auxiliary for Sponsored Programs Administration

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- i) Review applications packets for completeness and assist Project Coordinator with determining admission eligibility following established guidelines.
- j) Provide Practicum Internship documents to Title IV-E Students and maintain up-to-date information regarding Title IV-E student field placement information of to Title IV-E Students.
- k) Review Practicum Internship documents for completion, tracking hours and filing documents.
- l) Assist students with questions on the registration process, referencing the myCSUB portal, Title IV-E requirements, School of Social Work's academic requirements and Department of Social Work's New Student Orientation.
- m) Assist with the creation of Frequently Asked Questions for student reference.
- n) Coordinate event logistics of Title IV-E Events including but not limited to the Annual Luncheon, Kern Collaborative Events, ICWA Symposium, Mock Interview, Title IV-E Student Orientation, Meetings.
- o) Order and monitor office supplies inventory.
- p) Attend monthly department meetings and Title-IV-E faculty meetings.

B. Reporting and Field Support

- a) Examine and analyze MSW applications for Title IV-E Students and calculate readers' scoring and evaluation scores to generate Title IV-E Admission reports.
- b) Assist with coordinating the ranking and selection of Title IV-E candidates for Project Coordinator review, managing all logistics of the Title IV-E selection process, including notification of selection, creating the waitlist, and providing the Title IV-E acceptance letter packet.
- c) Assist with the creation of the admission application statistics report for Cal-IV-E, run queries and submit report on Cal-IV-E Portal in coordination with the Title IV Project Coordinator and Admissions
- d) Collaborate with Graduate Studies and SW Admission regarding IV-E applications, CALSTATE Apply posting, and guidelines.
- e) Verify students' academic requirements for the Title IV-E Program for continued eligibility for Project Coordinator review.
- f) Track and submit completed reports including but not limited to the Graduate Status report on Cal Portal, Quarterly student report, and other documents.
- g) Update Cal-IV-E's GRS, CSIS, and other reports, to ensure the work status of CSUB alums from the Title IV-E program is accurately captured in the database. Maintain master list and submit required reports to appropriate agency for compliance.
- h) Maintain graduation status spreadsheet for all Title IV-E students, including students who are in repayment status.

C. Fiscal Support

- a) Maintain, update, and reconcile Title IV-E Operation Expense Budget Projection Spreadsheet.
- b) Track and reconcile Title IV-E expenses including but not limited to honorarium, supplies and services, telephone and travel expenses using Data Warehouse.
- c) Coordinate, analyze, and review budget proposals for Project Coordinator approval.
- d) Review LCD reports and reconcile salary related grant payments.
- e) Purchase supplies and services when needed. Perform monthly ProCard reconciliation timely, ensuring chartfield accuracy.
- f) Maintain CSIS Monetary Repayment report, track repayments, and refer delinquent accounts to Student Financial Services Department.

REQUIRED QUALIFICATIONS: A High School diploma or GED and four (4) years of recent (within seven years) administrative support experience. A combination of education and experience may be considered.

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.

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 an official application. **Please email your application materials to jobs@csub.edu and reference Auxiliary #204 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.

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 Auxiliary for Sponsored Programs Administration 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 Auxiliary for Sponsored Programs Administration 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 Auxiliary for Sponsored Programs Administration 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 Auxiliary for Sponsored Programs Administration, excellence is built on merit, talent, diversity, accessibility, and equal opportunity for all.