



Position Title:	Outreach & Project Coordinator (Analyst)
Recruitment #:	205
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:	\$3,879 - \$8,318 per month (Starting salary is not expected to exceed \$5,000 per month)
Department:	Nursing
Available:	Immediately
Special Conditions:	Background/Fingerprint Clearance
Sensitive Position	Yes
Posted:	September 5, 2025
Closing Date:	For priority consideration, application materials must be received by <u>September 15, 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: Under the general direction of the Project Director, the Project and Outreach Coordinator is responsible for developing, coordinating and maintaining a formalized partnership with clinical training sites. This position will serve as the main part of contact between the students, faculty, staff, and other departments, community partners and preceptors on the day-to-day program operational issues.

The position will maintain a structured academic – community partnership between California State University, Bakersfield and clinical community partners. The incumbent will be point of contact with the community partner Placement Expert to ensure an effective partnership with clinical training sites and will serve as the primary resource of the day-to-day program operational needs.

DUTIES:

A. Clinical Placement Coordination and Outreach

- Responsible for Clinical site and preceptor outreach, cultivation and stewardship for Family Nurse Practitioner (FNP) and CSUB Advanced Nursing Education Workforce (ANEW) Program student placement.
- Coordinate with community partner Placement Expert for potential preceptors.
- Schedule and attend in-person site visits to meet with preceptors and foster relationships.
- Create and distribute preceptor materials in collaboration with the faculty and project director.
- Identify qualified preceptors in collaboration with the clinical sites by following a pre-established checklist.
- Match students with preceptors based on faculty recommendations. Send introductory and informational email communications to students and preceptors.
- Follow up with preceptors, site visitors, faculty and students as needed to ensure fulfillment of rotational goals.
- Invite and schedule preceptors to attend Graduate Program Committee meetings.
- Invite expert preceptors to provide guest lectures to the Nurse Practitioner students.
- Assist with recruiting diverse qualified preceptors to teach in Nurse Practitioner program as Clinical Faculty.

B. Program Support

- Act as point of contact for preceptors, students, and community partners. Elevate concerns and questions to appropriate faculty

Auxiliary for Sponsored Programs Administration

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members or Project Director.

- b) Facilitate student application process for ANEW Traineeship
- c) Compile ANEW Traineeship applications for committee review and selection. Send notifications to students.
- d) Coordinate with financial aid and post award for student ANEW Traineeship award disbursement.
- e) Track student awardees academic progress during the program.
- f) Coordinate clinical partner award event.
- g) Provide preceptor support as needed, including assisting with campus forms and providing library access.
- h) Meet with Program Director weekly to review project progress and results.
- i) Submit requisition for affiliation agreements with clinical partners. Follow-up with Procurement and obtain requested site information as needed.
- j) Serve on grant associate committees.
- k) Provide facility orientation for new students and preceptors
- l) Arrange and facilitate students' Electronic Medical Records training.
- m) Assist with travel claims in relation to the grant (i.e. faculty travel, etc.)

C. Data Collection, Analysis, and Reporting

- a) Maintain and update comprehensive preceptor, clinical site and student databases using established tracking system (Typhon). Run reports as requested.
- b) Record preceptor participation and report data to Graduate Program Committee.
- c) Deploy student surveys for feedback on students' progress, preceptor experience, input on curriculum improvement, graduate and post-graduation outcomes. Compile results for monthly project team meeting.
- d) Deploy preceptor surveys, review responses and summarize preceptors' suggestions or concerns to Graduate Program Committee.
- e) Review and update surveys with current semester information.
- f) Process recorded and evaluated project information to present at monthly Graduate Program Committee meetings and suggest changes needed for next cycle.
- g) Analyze salary data and prepare written reports for the graduate nursing program and Project Director.
- h) Assist Program Director with entering and compiling data for all required reports.
- i) Advise graduates to apply for a National Provider Identifier number to allow better tracking of their post graduate employment demographics.

D. Marketing & Event Coordination

- a) Establish and maintain alumni relations. Recruit graduates from Alumni pool through recruitment emails.
- b) Advertise Nurse Practitioner traineeship opportunity to all current and perspective students.
- c) Assist with marketing Continuing Education (CE) modules to preceptors.
- d) Assist with planning and coordinating the bi-annual CE workshop which includes (but is not limited to) designing invitations, sending marketing mailings, coordinating venue logistics, setting up the registration process, developing marketing, coordinating onsite logistics, tracking event budget and attendees.
- e) Assist with outreach efforts in recruiting and supporting under-represented Nurse Practitioner students in the Nurse Practitioner program.
- f) Record the types of outreach activities, numbers of activities, and outcomes.
- g) Create marketing announcements and run participant reports.
- h) Create marketing flyer and PR kits for cultivation meetings.
- i) Craft thank you letters to preceptors.

REQUIRED QUALIFICATIONS: Bachelor's degree and/or equivalent training and three (3) 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.

LICENSES: Possession of a valid driver's license or the ability to obtain by date of hire.

SKILLS, KNOWLEDGE, ABILITIES (SKA's):

- Regular and reliable attendance is required.
- Experience with project or program management and outreach.
- Demonstrated skill in using major online databases and data analyzation.
- Ability to compile, write, and present reports.
- Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
- Demonstrated ability to take initiative and independently plan, organize, coordinate, and carry out work in a variety of situations involving multiple and competing demands.
- Demonstrated organizational skills and knowledge of Microsoft Office suite of programs.
- Skills in diplomacy, consensus building, negotiation, leadership, and analysis.
- 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.
- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work occasional holidays and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

PREFERRED QUALIFICATIONS:

- Experience with health care systems (Typhon).
- Knowledge of research systems, preferably in a university setting.
- Project management experience.
- Familiar with Federal grant management
- 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 #205 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 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.