



Position Title:	Health Careers Advising Specialist (Academic Advisor)
Recruitment #:	207
Full/Part-Time:	Full-Time
Temporary:	Temporary, ending on or before September 30, 2026. Any continuation beyond September 30, 2026, is contingent upon satisfactory performance and available funding. Employment is at-will.
Salary:	\$4,269-\$6,885 per month Anticipated hiring salary range is \$4,487-\$5,100. However, offer amount will be commensurate with candidate's experience, education, skills, and training.
Department:	College of Natural Sciences, Mathematics, & Engineering (NSME) Grant: Pathway Adelante: A Model HIS Career Pathway to Health Sciences
Available:	Immediately
Special Conditions:	Background/Fingerprint Clearance
Sensitive Position	Yes
Posted:	November 5, 2025
Closing Date:	For priority consideration, application materials must be received by <u>November 19, 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: The CSUB Public Health department is committed to preventing disease, promoting health, prolonging life and reducing health disparities in the Central Valley. Pathway Adelante: A Model HIS Career Pathway in Health Sciences grant supports the activities of the public health department and aims to increase access and close opportunity gaps for its students.

Under the general supervision of the Department Chair and Principal Investigator of the Title V Grant Pathways Adelante (SP278), the Advising Specialist is responsible for the development, implementation, and assessment of advising strategies and student services for Pathways Adelante participants. Using the Excelencia in Education framework, the Advising Specialist ensures that students in health sciences programs receive proactive advising, career guidance, and access to vital resources.

The Advising Specialist will collaborate with various advising and student support centers at CSUB to embed student services within gateway courses, using research-backed strategies to increase student engagement. The role includes coordinating individualized communications and connecting students to resources like financial aid and academic support, with a focus on improving student outcomes. This position is grant-funded and strictly developmental, ending at the conclusion of the grant period.

DUTIES:

Advising & Strategy Development:

- a) Develop, implement, and assess advising strategies aligned with the Excelencia in Education framework and Pathways Adelante grant objectives.
- b) Provide individualized academic and career advising to health sciences students, emphasizing the unique needs of first-generation and underserved populations.
- c) Monitor student progress and conduct regular evaluations to measure and improve advising effectiveness and student outcomes.
- d) Ensure advising services align with Excelencia's student success goals, focusing on underserved populations.
- e) Provide frontline assistance to students, connecting them to academic, career, and financial aid resources, as needed. Coordinate with financial aid offices to ensure students receive necessary support with scholarships and grants.

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- f) Facilitate communication between students, faculty, and staff to address academic or personal challenges.
- g) Monitor student progress and conduct regular evaluations to measure and improve advising effectiveness.
- h) Implement a comprehensive advising model tailored to health sciences students' academic and career goals.
- i) Ensure advising services are prominently communicated through various platforms, including online portals and classroom announcements.
- j) Provide students with continuous access to advising services, both in-person and virtually, throughout their program.
- k) Implement strategic nudging to remind students of key deadlines, such as FAFSA applications and advising appointments.
- l) appointments.
- m) Implement course-embedded interventions that improve student retention and academic success.

Student Engagement & Outreach:

- a) Serve as the first point of contact for students seeking help with academic and career planning.
- b) Assist students in navigating university services, from tutoring to career counseling.
- c) Utilize institutional data to create individualized communication mechanisms, including strategic nudging, to increase student engagement with campus resources, academic planning, and FAFSA completion.
- d) Develop personalized communication strategies to guide students through academic milestones and resource utilization.
- e) Track engagement metrics to refine communication strategies and improve student participation.
- f) Ensure advising services are prominently communicated through various platforms, including online portals and classroom announcements.
- g) Regularly update advising materials and resources to reflect current health sciences industry trends and requirements.

Cross Campus Collaboration:

- a) Collaborate with CSUB advising and student support centers to integrate student services within gateway health sciences courses.
- b) Partner with faculty and staff to align student support with curriculum needs.
- c) Ensure consistent communication and service delivery across advising and student success teams.

REQUIRED QUALIFICATIONS: Equivalent to a Bachelor's degree in Sociology, Psychology, Counseling or related field (attach a copy of college degree/transcripts to application) and two (2) years of experience in Student affairs or School Counseling, including coursework in administration, counseling techniques, interviewing and conflict resolution, developing strategies and timelines in student support programs, tutorial/mentoring implementation, and or post-secondary education enrollment process. A master's degree in a health-related field may be substituted for one (1) year of professional experience.

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.
- Overall knowledge of financial aid programs.; Experience on tutorial/mentoring implementation; Experience assisting students with the enrollment process into post-secondary education.
- General knowledge of the principles, practices and trends of the Student Services field as well as knowledge of advising and academic policies and procedures.
- Incumbent must have the ability to: gather and analyze data, draw valid conclusions, and make appropriate recommendations; and participate in and contribute to group meetings.
- General Knowledge of the principles of individual and group behavior.
- Excellent ability to interpret and apply policies independently, exercising sound judgment in situations without clear precedent.
- Strong analytical and communication skills, including data collection, evaluation, and clear presentation of findings.
- Ability to establish and maintain cooperative relationships with students, staff, faculty, administrators, and external partners.
- Proven ability to make sound decisions and take action with consideration of impacts on related programs or service units.
- Skill in interviewing and advising, and proven ability to communicate effectively, both verbally and in writing including one-to-one, small group, and large group presentations.
- Ability to quickly develop a comprehensive understanding of campus programs, services, and operational structures.
- 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:

- Experience with federal programs, college advising, and public speaking preferred
- Bilingual (English/Spanish) to be able to communicate with program participants; at a minimum, the ability to understand and to make ones self-understood to all Spanish speaking individuals
- 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 #207 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: Limited: The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

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.