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| Blue mountain image above California State University San Bernardino logo |
| **About CSUSB**  California State University, San Bernardino is a preeminent center of intellectual and cultural activity in Inland Southern California. Opened in 1965 and set at the foothills of the beautiful San Bernardino Mountains, the university serves more than 20,000 students each year and graduates about 4,000 students annually. CSUSB reflects the dynamic diversity of the region and has the most diverse student population of any university in the Inland Empire. Seventy percent of those who graduate are the first in their families to do so.  At CSUSB, you can:  · Build your future  · Work with the best  · Be your authentic self  · Focus on you  · Make a lasting impact  · Work for a purpose that is greater than your own  · Bring everything you are, become everything you want |
| **Department Summary**  **Department: Insert a brief summary of the department. *For example*:**  The Human Resource Department, through its embodiment of the University’s strategic and operational goals, supports students, faculty, and staff by providing innovative, transformational, and inclusive services and programs. |
| **Job Summary**  **Department: Insert a brief of the job or typical activities information. *For example*:**    ***Training***  Development and delivery of IEC trainings (discrimination, harassment, sexual misconduct; ADA reasonable, accommodation process, Conflict of Interest, etc.) and presentations across campus.   * Develop, deliver, and support the appropriate delivery of learning and professional development curricula that complies with CSU Executive Order 1095’s Training, Education, and Prevention mandate. * Obtain and maintain essential certifications required to facilitate such sessions.   ***Hearing Coordination***   * Provide oversight over the CSU Executive Order 1096/1097 sexual misconduct hearing process. * Provide lead work direction to administrative support staff and volunteers. * Coordinate the scheduling of hearings. * Coordinate the communication involving the hearing, including but not limited to: notify witnesses of the hearing; ensure that the Hearing Officer is provided with appropriate materials including a copy of the report and any exhibits. * Coordinate videoconferencing (if necessary) and secure a location for the hearing. * Serve as a liaison between the Parties and the Hearing Officer on procedural matters. * Attend hearings and provide feedback to the Hearing Officer, Executive Director.   ***Tracking***   * Collaborate with IEC administrative staff to track and monitor required training sessions for campus staff and students.   ***Other***   * Perform all other job-related duties as assigned.   **Talent Acquisition: \***The initial review of applications will begin on [date]. |
| **Work Schedule**  **Department: Review and change as needed**    Monday through Friday from 8:00 am to 5:00 pm, weekends and evenings may be required. |
| **Key Qualifications**  **Department: Insert (1) Notable qualifications required for the role and/or (2) Knowledge, skills, and abilities information**    ***For Example:***   * Excellent communication and interpersonal skills (including being a good listener) to interact and communicate effectively with faculty, staff, students, and external constituencies, both verbally and in writing. * Advanced time management and analytical skills. * Ability to manage multiple projects independently in a fast-paced organization with competing priorities and distractions. * Strong critical thinking, analytical, research, problem-solving, and conflict resolution skills. * Ability to build effective teams through goal setting, defining responsibilities, empowering team members, providing feedback, and adhering to deadlines. * Strong negotiating skills to settle issues and maintain harmony in the team. * Ability to use high-level discretion and maintain a high level of confidentiality in handling problems of a sensitive nature and security of confidential records. * Working knowledge of applicable state and federal employment and education laws and regulations. * Working knowledge of and ability to operate standard office equipment and technology including, but not limited to, desktop computer, laptop, copier, fax machine, scanner, and printer. * Demonstrated proficiency in ability to effectively use common computer and technology programs and related computer software packages (e.g., Microsoft Office Suite, Zoom, etc.) in the course of assigned duties. |
| **Education and Experience**  **Department: Insert education and experience requirements.**  ***For example:***   * Bachelor's degree and/or the equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs * Three (3) years of related experience. |
| **Preferred Qualifications**  **Department: Insert preferred qualifications.**  ***For example:***   * Advanced knowledge of applicable state and federal civil rights, education, or employee/labor relations laws and regulations. * Demonstrated experience and skill in event planning including determining the event’s purpose. * Experience working in higher education. |
| **Salary:**  **Department: Input Anticipated Hiring Range, Classification Salary Range *(Required)***  Anticipated Hiring Range:  Classification Salary Range: |
| **Statement of Commitment to Diversity**  In our commitment to the furthering of knowledge and fulfilling our educational mission, California State University, San Bernardino seeks a campus climate that welcomes, celebrates, and promotes respect for the entire variety of human experience. In our commitment to diversity, we welcome people from all backgrounds, and we seek to include knowledge and values from many cultures in the curriculum and extra-curricular life of the campus community. Our commitment to work toward an environment that values diversity requires that we create, promote, and maintain activities and programs which further our understanding of individual and group diversity. We will also develop and communicate policies and promote values which discourage intolerance and discrimination.  The concept and dimensions of diversity are to be advanced and incorporated into every aspect of university activity, including student life, the curriculum, teaching, programs, staffing, personnel training practices, research, community services, events, and all other areas of university endeavor.  Dimensions of diversity shall include, but are not limited to, the following: race, ethnicity, religious belief, sexual orientation, sex, gender identity, gender expression, ability, socioeconomic status, cultural orientation, national origin, and age.  The implementation of the Commitment to Diversity will rest with the university as a whole. The president, in addition to a personal commitment and involvement, may use the University Diversity Committee, campus administrators, faculty, staff, and students as well as other members of the campus community to implement effectively the philosophy and intent of this statement. |
| **Supplemental Information**  A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. 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.  The person holding this position is considered a `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 as a condition of employment.  California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.  This position may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter. Visit the Human Resources Conflict of Interest webpage link for additional information: <http://hrd.csusb.edu/conflictInterest.html>This position adheres to CSU policies against Sex Discrimination, Sexual Harassment, and Sexual Violence, including Domestic Violence, Dating Violence, and Stalking. This requires completion of Sexual Violence Prevention Training within 6 months of assuming employment and on a two-year basis thereafter. (Executive Order 1096) |