CALIFORNIA STATE UNIVERSITY, EAST BAY

FACULTY EMPLOYMENT OPPORTUNITY

DEPARTMENT OF GENERAL STUDIES
FULL-TIME ANNUAL LECTURER 12-MONTH
OAA Position No. 15-16 GS-PEERMENTORSERVICES-FT

THE UNIVERSITY: California State University, East Bay (CSUEB) is known for award-winning programs, expert instruction, a diverse student body of over 14,000 students, and a choice of more than 100 career-focused fields of study. The University has campuses in Hayward, Contra Costa County, Online, and in Oakland, California. Our 600 faculty offer bachelor's degrees in 42 fields, minors in 62 fields, master's degrees in 36 fields, and 1 doctoral degree program. http://www20.csueastbay.edu/

THE DEPARTMENT OF GENERAL STUDIES: The General Studies office offers courses that are interdisciplinary courses not housed in any department or college. They are primarily designed for General Education purposes. The department offers freshman and transfer student success, peer mentor leadership, honors, and tutor training seminars.

DUTIES OF THE POSITION: This is a full-time annual lecturer position with assigned time for administration of the Peer Mentor Services Program each quarter. The duties of the position include: Develop and administer a variety of peer mentor services for incoming freshmen and transfer students. Coordinate with the freshman learning community program and major departments to develop appropriate curriculum to serve specific student populations. Teach 2-4 sections of peer mentor leadership fall, winter and spring terms. Maintain student services in the Peer Mentor offices for drop-in assistance to all students. The incumbent assumes responsibility for several operating budgets and sets program priorities for future grant requests. In addition, the incumbent will be responsible for developing and implementing regular program assessments for all services.

RANK AND SALARY: This is a 12-month full-time annual lecturer position. Salary is dependent upon educational preparation and experience. Subject to budgetary authorization.

DATE OF APPOINTMENT: Fall Quarter, 2015

QUALIFICATIONS: Required: 1) Master’s degree in behavioral sciences, counseling, psychology or a related field; a minimum of 5 years experience teaching in a university setting. 2) The ability to apply advanced communication, conflict mediation, and human relations skills to address issues of a complex and at times divisive nature when interacting with individuals and groups across a wide range of programmatic, interpersonal and academic issues. 3) The ability to create, manage and administer educational programs within student services areas, including curriculum development. 4) Knowledge of organizational development, planning and structure. 5) Professional counseling techniques and strategies and excellent interpersonal, written and oral communication skills. 6) Ability to effectively prioritize and independently handle multiple managerial, supervisory and work unit priorities and projects simultaneously. 7) Thorough, detailed knowledge, or ability to quickly learn, applicable university infrastructure, policies and procedures applicable to student affairs and academic affairs programs in a higher education setting. 8) Ability to work collegially and cooperatively with academic and student services units.
across campus. 9) Excellent ability to work with diverse populations, with respect and appreciation for individual differences.

Desirable: Experience with developing and growing interpersonal and organizational leadership programs for undergraduate students.

APPLICATION DEADLINE: Applications will be accepted until position is filled. Review of applications will begin August 1, 2015. Please submit a letter of application, which addresses the qualifications noted in the position announcement; a complete and current vita to: Vicki Cosgrove, Office Manager, General Education Office, SA 1500, California State University, East Bay, Hayward, CA 94542, along with graduate transcripts, and three letters of recommendation.

NOTE: California State University, East Bay hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee's identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act. If you are considered as a finalist for the position, you may be subject to a background check.

As an Equal Opportunity Employer, CSUEB does not discriminate on the basis of any protected categories: age, ancestry, citizenship, color, disability, gender, immigration status, marital status, national origin, race, religion, sexual orientation, or veteran’s status. The University is committed to the principles of diversity in employment and to creating a stimulating learning environment for its diverse student body.