

WORKING TITLE	Administrative Assistant
----------------------	--------------------------

Must be able to accept constructive criticism, prioritize workload, be professional and dependable, interact positively with others and possess a friendly and outgoing personality. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.

Title 8, United States Code, and Section 132A. We are an Equal Opportunity, Affirmative Action, and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes but is not limited to: California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.

Please read and complete voluntary Applicant Affirmative Action Information Form below. Submit completed form with your resume and employment application to:

CSULB Research Foundation, Human Resources

APPLICANT AFFIRMATIVE ACTION INFORMATION FORM VOLUNTARY

Thank you for your interest in employment with our Company. The following questions about your race and gender and Protected

VETERAN STATUS

a. Status: Select one of the following

I identify as a veteran, just not a Protected Veteran.

I am not a veteran.

I do not wish to self-identify.

b. Protected Veterans are described as:

Disabled Veteran

Veteran entitled to VA-administered disability compensation for, or discharged from active duty because of, a service-connected disability, or who would be so entitled but for receipt of military retired pay.

Active Duty Wartime or Campaign Badge Veteran

9HWHUDQ ZKR VHUYHG RQ DFWLYH GXW\ GXULQJ D ZDU RU D FDPSDLJQ has been authorized. List of eligible campaigns can be found at [KWWS_ZZZ_RSP_JRY_VW-D^QJSRUVal2.asp](#).

Armed Forces Service Medal Veteran

Veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal has been authorized.

Recently Separated Veteran

Veteran who served on active duty and was discharged or released from active duty within the last three years.

Please submit completed form with your resume and employment application to:

CSULB Research Foundation, Human Resources

- By Mail/Delivery: 6WDWH 8QLYHUVLW\ 'ULYH 6XLWH /RQJ %HDFK &\$
- %\ &RQ¿GHQWLDO +5)D[
- By E-mail:)1' +53\$<52//#&68/% ('8 SXW -RE LQ WKH 6XEMHFW OLQH