

<b>WORKING TITLE</b>	Program Coordinator
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## EDUCATION, SKILLS AND ABILITIES

- Bachelor's degree required with a minimum of two-years equivalent experience in related field
- Must demonstrate the skills and sensitivity necessary to work in a support role with under-represented, low-income students, with other university student services professionals;
- Experience working with under-represented students and their parents, community agencies, high schools, Migrant Education/Migrant Community is preferred.
- Demonstrate ability to write concise, well-written reports and documents;
- Able to work some evenings and some weekends;
- Fluent Bilingual/biliterate (English/Spanish) skills;
- High degree of initiative and ability to work without constant supervision;
- Must have experience working in team settings, work well with others, function well under pressure, handle multiple tasks concurrently, and remain professional at all times;
- Good communication skills and be able to make public presentations;
- Should be able to manage time effectively, prioritize tasks, and meet tight production deadlines;
- Must have the ability to use initiative and resourcefulness in planning, implementing, and evaluating program work assignments;
- Contribute to an equitable and inclusionary work environment to support student-success that increases retention and graduation of program participants;
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Understand the importance of using inclusive language that does not promote gender/ethnic coding, discrimination, and/or selective pronoun usage for faculty, staff, and students.
- Provide resources and/or referrals to all students to support academic success, basic needs, health and wellness, and/or creating a student-ready environment.

This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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.

## POST OFFER BACKGROUND CHECK REQUIREMENT

A post offer background check (including a reference and criminal records check) must be completed, and the individual cleared, before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for/moved into a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

## GRANT FUNDED EMPLOYMENT

This position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon satisfactory job performance and continual renewal of grant money/availability of funds.

**COMPENSATION RANGE:** \$21.00 - \$25.00

**FILING DEADLINE:** Open Until Filled

**NOTE:** In order to be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and close the position anytime on or after two (2) weeks from the posting date listed above. Removal of a position from our website is indication that the position has been filled.

## APPLICANT PROCEDURE

Interested individuals should forward their cover letter, resume, and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- By Confidential HR Fax: 562. 985.1726
- By E-mail: [FND-HRPAYROLL@CSULB.EDU](mailto:FND-HRPAYROLL@CSULB.EDU) (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. The employment Application can be found alphabetically on our website at <https://www.csulb.edu/research-foundation>, under the Forms, then the Human Resources tab. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position (i) - 1.5 . ( ) o ( . It)

# 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 are included only because of government regulations. As an Equal Opportunity Employer, the Company does not use we are a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs - [ !ÁX^c^!æ } •ÁCE&cÁ [-ÁG€€GÉÁ , ^Á&[ { ]|^Á , äc@Á!^~ä!^ { ^ }c•Ác[Ácæ\^Áæ ! { æcáç^Áæ&cá[ ]Á!^\*æ!äi} \*Ác@^Á^ { ]|^ { ^ }cÁ [-ÉÁæ} äÁæâçæ } &^ { ^ }cÁä ^ { ]|^ { ^ }cÁ [-ÉÁ~ ~æ]ä , ^äÁÚ! [c^&c^ÁÁX^c^!æ } •Áçäi•æà|äÁç^c^!æ } •ÉÁæ&cáç^Áä~c^Á , æ!cá { ^Á [ !Á&æ { ]æä\* } Áäæä\*^Áç^c^!æ } •ÉÁCE! { ^ÁÁØ [ !&^•Á!çä&^Á medal veterans, and recently separated veterans). If you come within any of those categories, and would like to be included in our æ ! { æcáç^Áæ&cá[ ]Á! : [ \*!æ { ÉÁ^ [ ~Á { æ^Ác^|]Á~ •Á } [ , Á [ !Áæcáæ } ^Ácá { ^Áä } Ác@^Á~c~!^ÉÁÁ Y^Áæ} • [ Áä } çáç^Á^ [ ~Ác [ Ác^|]Á~ •Á } [ , ÉÁ [ !Áæcáæ } ^Ácá { ^Áä } Ác@^Á future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential

## 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

has been authorized. List of eligible campaigns can be found at [@cc\]KDD, É\[\] {É\\* \[ç\]•cæ } \\* \[ \[icæ\]ç\\* {^â-](#)  
[al2.asp](#).

### Armed Forces Service Medal Veteran

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

### Recently Separated Veteran

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

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

### CSULB Research Foundation, Human Resources

- **By Mail/Delivery:** [1HE€ÁÛcæc^ÁW} äç^!•äc^ÁÖ!äç^ÉÁÛ~ äc^ÁHHGÉÁŠ \[ \] \\* ÁÓ^æ&@ÉÁÖœÁJ€ÍFÍLÁ](#)
- **By Confidential HR Fax:** [ÁÇÍ ÎGDÁJ Ì ÍÉF ÎG ÎLÁ](#)
- **By E-mail:** [ÁØÞÖËPÜÜcÿÜÜŠŠ Ö ÖÛWSÓÉÖÖWÁÇ} ~ çÁR \[ àÁÁá } Ác@^ÁÛ~ àb^&cÁ\]á } ^D](#)