

**California State University, Long Beach Research Foundation  
Employment Opportunity**

<b>WORKING TITLE:</b>	Administrative Assistant III
<b>PAYROLL CLASSIFICATION:</b>	Administrative Support (N2203)
<b>DEPARTMENT:</b>	CalSWEC Program/School of Social Work
<b>STATUS:</b>	Full Time (40 hours/week); Benefitted; Non-Exempt
<b>EFFECTIVE DATE:</b>	July 11, 2022
<b>POSITION NUMBER:</b>	#2561

**ESSENTIAL JOB FUNCTIONS:**

Under the general direction of the CalSWEC Project Coordinator(s), Director of Field Education and/or designee the Administrative Assistant primary responsibilities include, but are not limited to the following:

- Maintaining student and agency field forms;
- Preparing materials for student and agency meeting/trainings;
- Assisting with budget tracking and reports, expense claims, purchase orders, travel reimbursements and other forms necessary to the operation of the project;
- Providing support on various computer programs, database;
- Assisting with event planning, creating surveys, tracking attendance, with events;
- Coordinating logistics for events such as meetings, training sessions, and workshops;
- Preparing correspondence, reports, publications, training modules, workshop handouts, and other required documents.
- Maintaining project files; and tracking CalSWEC documents, as required;
- Maintaining and being responsible for program related calendars;
- Supervision of clerical staff, graduate and/or undergraduate student assistants is required;
- Lead responsibility for generating reports and forms for student internships and seminars;
- Performing additional duties related to project as determined by the Project Coordinator, Director of Field Education and/or designee;
- Other duties as assigned. 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.

**EDUCATION, SKILLS AND ABILITIES:**

A minimum of five (5) years of work experience with administrative support and office management is required with the ability to process multiple tasks through effective planning, organization, and prioritization of workload.

- Effective skills in problem solving, excellent communication and the ability to initiate and respond to correspondence as needed;
- Extensive experience with computers and software applications including but not limited to experience with Microsoft: Outlook, Word, Excel, and PowerPoint and mail merge, with a minimum of three (3) years advanced knowledge and skills in maintaining databases;
- Lead experience with Filemaker Pro and Qualtrics preferred;
- Ability to communicate with an ethnically and culturally diverse campus and associated community service agencies;
- Possess excellent communication skills, both oral and written, and the ability to initiate and respond professionally to correspondence as needed;
- Demonstrate effective problem-solving skills;

- Demonstrate the ability to communicate with an ethnically and culturally diverse campus and associated community service agencies;
- Ability to work and communicate with a diverse group of individuals and working styles;
- Possess excellent organizational and interpersonal skills paired with strong attention to detail required;
- Ability to use good judgment and discretion with all campus and program policies and procedures;
- Ability to multitask through use of effective planning, organization, and prioritization of workload;
- Possess experience using a large enterprise resource planning financial system software (PeopleSoft), and database software, such as FileMaker Pro and Qualtrics strongly preferred;
- Skilled in coordinating logistics for events such as conferences, meetings, training sessions, and workshops.

Must be able to work independently and administer all duties in an efficient and effective manner, handle sensitive interpersonal situations with students, faculty, staff, campus personnel and community agency partners.

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.

**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.

**COVID-19 VACCINATION REQUIREMENT**

Upon being hired, all individuals will be required to **attest/certify their COVID-19 vaccination and booster (if applicable) status (proof of vaccination will be required).**

**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.

**SALARY BASED UPON EXPERIENCE:** \$23.01 - \$30.00 per hour

**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. 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 should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

### **NOTICE:**

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in 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 –**

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# 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 this information in its employment decisions, so whether or not you return this form has no effect on your application. To the extent we are a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, we comply with requirements to take affirmative action regarding the employment of, and advancement in employment of, qualified Protected Veterans (disabled veterans, active duty wartime or campaign badge veterans, Armed Forces service medal veterans, and recently separated veterans). If you come within any of those categories, and would like to be included in our affirmative action program, you may tell us now or at any time in the future. We also invite you to tell us now, or at any time in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely. Submitting this information is **voluntary**. Providing it or declining to provide it will not affect your application or employment in any way. If you choose to submit the information, it will be kept confidential to the extent provided by law.

Name: \_\_\_\_\_

Date of application: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Gender:     Male        Female

Race/ethnic background (select one only):

- |  |   |
|--|---|
| Hispanic/Latino                        | Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.   |
| White                                  | Persons having origins in any of the original peoples of Europe, the Middle East or North Africa.   |
| Black/African American                 | Persons having origins in any of the black racial groups of Africa.   |
| Asian                                  | Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. |
| Native Hawaiian/Other Pacific Islander | Persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  |
| American Indian/Alaska Native          | Persons having origins in any of the original peoples of North and South America, (including Central America), and who maintain tribal affiliation or community attachment.   |
| Two or more Races                      | Non-Hispanic persons who identify with more than one of the following five races: (1) White, (2) Black, (3) Asian, (4) Native Hawaiian/Other Pacific Islander, (5) American Indian/Alaska Native.   |

## VETERAN STATUS

a. Status: Select one of the following

I identify as one or more of the classifications of Protected Veteran listed below.

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**

Veteran who served on active duty during a war or a campaign or expedition for which a campaign badge has been authorized. List of eligible campaigns can be found at <http://www.opm.gov/staffingportal/vgmed-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 awarded pursuant to Exec. Order No. 12985.

### **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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