

<b>WORKING TITLE</b>	CalFresh University Liaison
<b>PAYROLL CLASSIFICATION</b>	Community Services Specialist II, N2212
<b>DEPARTMENT</b>	Basic Needs Program / Division of Student Affairs
<b>STATUS</b>	Full Time, Benefitted, Non-Exempt
<b>POSTING DATE</b>	April 3, 2025
<b>POSITION NUMBER</b>	2699

## OVERVIEW

The CalFresh University Liaison reports to the Director of Student Basic Needs Services. The CalFresh University Liaison serves as the primary point of contact between the university and local county offices for CalFresh program implementation in accordance with California Assembly Bill 1326. This position is responsible for establishing and maintaining effective working relationships with county partners to facilitate student access to CalFresh benefits.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### County Visit Day Coordination:

- Schedule and organize regular county representation visit days on campus
- Reserve appropriate campus spaces that ensure privacy for student consultations
- Promote county visit days through campus communication channels
- Develop effective check-in procedures for students meeting with county representatives
- Provide on-site support during county visit days to address questions and ensure smooth operations
- Collect data on student participation and outcomes from county visit days

### Appointment System Management:

- Establish and maintain an efficient appointment scheduling system for students to meet with county representatives throughout the year
- Monitor appointment availability and adjust based on demand
- Implement appointment reminders to reduce no-shows
- Create user-friendly instructions for students navigating the appointment system
- Regularly review system effectiveness and implement improvements
- Ensure the appointment system complies with privacy regulations

### Informational Workshop Coordination:

- Develop and schedule regular CalFresh informational workshops for students
- Collaborate with county representatives to create workshop content
- Coordinate logistics for workshop delivery including room reservations and technology needs
- Promote workshops through appropriate campus channels
- Prepare handouts and resource materials for workshop participants
- Collect student feedback to improve future workshops

**General Liaison Duties:**

- Serve as the university's designated liaison to county CalFresh offices as required by AB1326
- Establish and maintain monthly consultation meetings with county partners
- Advocate for students experiencing difficulties with CalFresh applications or benefits
- Develop troubleshooting protocols for resolving common student issues
- Track and document all liaison activities and student case resolutions
- Identify systematic barriers affecting student access and develop solutions

**EDUCATION, SKILLS AND ABILITIES**

- Bachelor's degree required; experience in higher education or social services preferred
- Knowledge of public benefits systems, particularly CalFresh/SNAP
- Experience coordinating events and managing scheduling systems
- Ability to work effectively with diverse student populations

Must be able to accept constructive criticism, prioritize workload, be dependable, behave professionally and interact positively with others. Regular, punctual attendance required. This position is employed through the CSULB Research

**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:** \$26.00 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 [DocuSign](#) or 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 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 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.