

WORKING TITLE	Administrative Assistant III
PAYROLL CLASSIFICATION	Administrative Support (N2203)
DEPARTMENT	CalSWEC Program/School of Social Work
STATUS	Full Time (40 hours/week) Benefitted Non-Exempt
POSTING DATE	June 6, 2025
POSITION NUMBER	2709

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the general direction of the California Title IV-E Project Coordinator(s), Director of Practicum Education and/or designee the Administrative Assistant primary responsibilities include, but are not limited to the following:

- Maintaining student and agency practicum 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 CA Title IV-E documents, as required
- Maintaining and being responsible for program related calendars
- Supervision of clerical staff, graduate and/or undergraduate student assistants as required
- Lead responsibility for generating reports and forms for student internships and seminars
- Performing additional duties related to the project as determined by the Project Coordinator, Director of Practicum 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, such as Qualtrics, FileMaker Pro, etc.
- Possess excellent communication skills, both oral and written, and the ability to initiate and respond

professionally to correspondence as needed

- Demonstrate the ability to communicate with and ethnically and culturally diverse campus and associated community service agencies
- Demonstrate effective problem-solving skills
- 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
- Skilled in coordinating logistics for events such as conferences, meetings, training sessions, and workshops
- Ability to use good judgement 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

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 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: \$23.01 - \$31.20 (Per hour) (Non-Exempt)

FILING DEADLINE: Open Until Filled

NOTE: 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-HR@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 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