

WORKING TITLE	Assistant Director
PAYROLL CLASSIFICATION	Extended Education Specialist II (E2222)
DEPARTMENT	Upward Bound Program
STATUS	Full Time (40 hours/week) Benefitted, Exempt
POSTING DATE	June 20, 2025
POSITION NUMBER	2710

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the general direction of the Upward Bound Project Director, the Assistant Director's primary responsibilities include, but are not limited to, the following:

- Overseeing recruitment and participant follow-up for CUB 4 Upward Bound Math & Science Grant
- Supervise College Aides in CUB 4 (approximately 5-6 College Aides)
- Spearhead training for College Aide employees
- Assist with training employees on Upward Bound's Policies and Procedures
- Provide direct, frequent, and ongoing services (academic, advising, non-cognitive development) to the assigned caseload participants each year during the academic year and summer components. The caseload will be approximately 30-100 or more high school students and staff members
- Conduct student contacts via face-to-face, online, individual, small group, large group, and through other electronic modalities
- Conduct participant recruitment presentations to students, parents, and community members in both small and large groups, in public and private settings
- Ability to travel locally and nationally to fulfill program duties and training requirements
- Supervises the day-to-day activities and support services for the office and related groups
- Create collaborative relationships; provide leadership, referral resources and assistance to administrators, trustees, faculty, staff, students, and community partners regarding inclusion, equity, diversity, and equal opportunity issues
- Oversees marketing material for UPB, such as written materials (brochures, fliers, etc.) and social media
- 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

- Master's degree in education, social work, counseling, or related degree from an accredited college or university
- Minimum of 2 years of relevant professional experience working in an educational setting, TRIO Federal program, or similar program with disadvantaged and at-risk students
- Experience preparing high school students for admission and financial aid to post-secondary schools

- Must be able to pass a fingerprint clearance, background check, including criminal history, and personal references, employment and education verifications
- Must be able to work flexible work hours and can work extended hours when necessary to meet deadlines and/or attend weekend training/workshops. Must be able to work on the 2nd and 4th Saturday of the month (excluding holidays) during Fall and Spring to assist with the program, Saturday Academy. Extended hours may be required during the summer component

Must be able to accept constructive criticism, prioritize workload, be dependable, behave professionally and interact positively with others. Regular, punctual attendance is 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: \$30.86 - \$43.57 (24 pay per year) (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