

WORKING TITLE	Administrative Assistant
PAYROLL CLASSIFICATION	N2203 Administrative Support
DEPARTMENT	Center for Equitable Higher Education/ School of Social Work
STATUS	Part-Time (28 hours/week) Benefitted Non-Exempt
POSTING DATE	July 2, 2025
POSITION NUMBER	2711

OVERVIEW

The Center for Equitable Higher Education (CEHE) is dedicated to promoting comprehensive research and evidence-based practices that enhance student support and advocacy, focusing on addressing the basic needs of students in higher education. Our mission is to translate research finding into actionable policies strategies that positively influence student access, retention, and success.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Administrative Assistant will provide mid-level administrative support to the CEHE team while also supporting grant management and programs. This role requires organizational skills, attention to detail, written and verbal communication, and collaboration. The Administrative Assistant primary responsibilities include, but are not limited to the following:

Administrative Support:

- Provide comprehensive administrative support to the executive director, including calendar management, travel arrangements, hospitality, and meeting coordination.
- Prepare and edit correspondence, reports, and presentations.
- Coordinate internal and external communications.
- Organize and maintain files, records, and other administrative documentation.
- Process onboarding and offboarding paperwork, including Employment Status Form and other administrative paperwork for personnel, consultant, and subaward lifecycle processes with CHHS HR, including Additional Employment, and Buy-Outs.
- Process timesheets and invoices to ensure payments are documented and received in a timely manner, including communication with Research Foundation HR, ATI (technology approval), and Budget and Grant Operations Analyst.
- Work closely with Budget Operations Analyst to ensure timely and accurate processing of financial transactions with CSULB Research Foundation, Stateside, and Subaward campus representatives.
- Ensure subaward scope of work, budget justification, and amendments are processed with Grants and Administrator.
- Lead external communications with Subawards, Research Assistants, consultants, staff, and student inquiries.

Fundraising Support and Management:

- Work closely with the Development consultant to support research and identify potential grant opportunities aligned with organizational goals.
- Prepare completed grant packages to submit to funders in collaboration with the Development Consultant and staff.
- Develop and maintain a calendar of grant application deadlines and ensure timely submission of proposal and reports.
- Track and report on the status of grant applications and funding.

Program Support:

- Assist in the preparation of presentations and materials for meetings and other key events.
- Provide logistical support for events, conferences, and meetings, including Basic Need Research Consortium (BNRC).
- Manage special projects as assigned.
- 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

- Minimum of one year of experience as an executive or administrative assistant, with a strong background in grant management.
- Bachelor's degree in Business Administration, Communications, Nonprofit Management, or a related field preferred.
- Excellent organizational skills and attention to detail.
- Strong written and verbal communication skills.
- Ability to handle sensitive and confidential information with discretion.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and grant management software.
- Ability to work independently and as part of a team in a fast-paced environment

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: \$25.00 - \$30.00 (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