

<b>WORKING TITLE</b>	Office Assistant
<b>PAYROLL CLASSIFICATION</b>	N2203 Administrative Support Assistant
<b>DEPARTMENT</b>	Long Beach GEAR UP
<b>STATUS</b>	Part Time (20–25 hours/ week) Benefitted Non-Exempt
<b>POSTING DATE</b>	July 3, 2025
<b>POSITION NUMBER</b>	2712

## OVERVIEW

GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a federally funded program aimed to increase the college and career readiness of low-income first-generation, and underrepresented middle school and high school students in the Norwalk La Mirada school district. Under the direct supervision of the Director and Administrative & Outreach Coordinator, the Office Assistant is responsible for the day-to-day operational functions, data collection, budget forms, and general office duties. Applicants must be committed to closing the opportunity and access gaps among low-income, first-generation to college, under-represented high school students.

### WORK LOCATION:

Administrative duties are performed primarily at the GEAR UP operations office, located in Long Beach, CA.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Director and Administrative & Outreach Coordinator, the Office Assistant is responsible for the day-to-day operational functions, data collection, budget forms, and general office duties. Applicants must be committed to closing the opportunity and access gaps among low-income, first-generation to college, under-represented high school students.

Responsibilities include, but are not limited to:

- Responsible for inventory and ordering GEAR UP supplies – this may require calling vendors for prices and follow-up on orders.
- Oversee timely submission of payroll and travel forms in support of Project Director.
- Assists with service purchase contracts, travel request, purchase orders, purchase requisitions, and tracking operational expenses
- Assists with the creation of budget and match forms for review by the project director. Including the completion and monitoring of partner cost-share forms.
- Arranges and coordinates meetings, team trainings, and program event logistics. Keeps minutes and distributes minutes and materials.
- Assist in the creation, development and oversight of social media accounts and general program outreach/publicity/marketing.
- Assists in the drafting of final reports, documents, materials, communication, social media and resources using Microsoft Word, PowerPoint, Excel, Canva, etc.

- Reviews GEAR UP program data in the external evaluator's database to determine and help troubleshoot data issues and identify potential program implementation issues.
- Helps maintain a computerized database to ensure accuracy of entered services, programs, and match
- Assists with the organization of student files and other documentation and/or records in accordance with university, state, and campus guidelines. Maintains all office filing systems, including electronic and paper files, telephone numbers, and addresses.
- Assist with the planning, scheduling, and other logistical requirements when coordinating educational related activities.
- Assist in evaluating programs and services needed assigned sites.
- Participate in professional development and team meetings at the local, regional, and/or state level; attend GEAR UP meetings and training when needed
- Responsible for general office duties (answering phones, filing, campus deliveries, supply orders, etc.)
- 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

- Associate's degree (A.A.) required (Bachelors degree preferred), with a minimum of two years of professional equivalent in education, education counseling, public policy, sociology, or a related field.
- 1-2 years of educational program coordination experience related to college access preferred.
- Strong organizational skills and demonstrated ability to handle multiple tasks under pressure. Should be able to manage time effectively, prioritize tasks, and meet tight and frequent deadlines.
- High degree of initiative and ability to work without constant supervision is required; flexible regarding work hours and has the ability to work overtime when necessary to meet deadlines and/or attend weekend trainings/workshops.
- Excellent oral/written communication skills. Social media communication skills are highly preferred.
- Demonstrate the ability to work with diverse populations.
- Must be able to work a flexible schedule, including some evenings and weekend hours. Must have reliable transportation and provide appropriate insurance coverage documentation.
- Have advanced skills in Microsoft Office programs (Word, Excel, PowerPoint, Publisher) and service databases.

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 - \$27.00 (24 pay per year) (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](mailto: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