

<b>WORKING TITLE</b>	Project Manager
<b>PAYROLL CLASSIFICATION</b>	E1111 Project Director I
<b>DEPARTMENT</b>	California Department of Veteran's Affairs (CalVet)
<b>STATUS</b>	Full Time Benefitted (Exempt)
<b>POSTING DATE</b>	July 8, 2025
<b>POSITION NUMBER</b>	2713

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The California State University Long Beach Research Foundation seeks a highly motivated and detail-oriented administrator for a collaborative research project with the California Department of Veterans Affairs (CalVet). This role is essential in managing project operations, coordinating research activities, and overseeing administrative functions to ensure the successful execution of the project. The position requires strong project management skills, stakeholder coordination, data tracking, and report preparation to support the research and policy objectives of the CalVet initiative. As the Project Manager, you will work closely with Principal Investigators, project staff, subcontractors, and external stakeholders, ensuring all project deliverables are met efficiently and within the defined timelines.

Responsibilities include, but are not limited to:

### Project Oversight & Coordination

- Manage day-to-day operations of the project, ensuring adherence to research objectives and deadlines.
- Oversee administrative and logistical support for project meetings, events, and workshops.
- Monitor project progress, track deliverables, and ensure completion of milestones.

### Stakeholder & Team Communication

- Serve as the primary point of contact between the CSULB research team, subcontractors, and CalVet representatives.
- Organize and facilitate weekly internal meetings and monthly stakeholder meetings, ensuring effective communication and documentation.
- Maintain regular correspondence with subcontractors, vendors, and research partners, ensuring alignment with project goals.

### Budget & Contract Management

- Assist in the development, tracking, and oversight of subcontractor agreements and budget allocations.
- Support budget planning, invoice processing, and financial reconciliation in compliance with grant funding guidelines.
- Ensure proper documentation of expenses, reporting requirements, and financial records.

### Research & Data Support

- Track data collection efforts, ensuring accurate reporting and adherence to project protocols.
- Assist in the analysis of qualitative and quantitative research data to support policy development.
- Support the preparation of research presentations, grant reports, and policy recommendations.

### Compliance & Documentation

- Ensure adherence to institutional, state, and federal regulations, including IRB protocols, ethical guidelines, and data security policies.

- Maintain organized records of contracts, agreements, meeting minutes, and project-related documents.
- Draft and distribute quarterly progress reports to grant sponsor.

#### Event & Meeting Coordination

- Schedule, plan, and facilitate focus groups, expert convenings, and stakeholder engagement sessions.
- Manage logistics for onsite and virtual meetings, including venue arrangements, travel coordination, and resource preparation.

#### Other Administrative Duties

- Provide direct administrative support to Principal Investigators, including scheduling, correspondence, and task prioritization.
- Assist in writing and editing reports, related grant applications or renewals, and official communications.
- Perform other duties as assigned to support the successful completion of the project.
- 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 Public Health, Health Care Administration, Health Policy, Public Administration, or a related field required.
- Project management experience, preferably in research administration, healthcare, or grant-funded programs.
- Strong organizational, analytical, and communication skills with experience managing complex projects.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Workspace, and project management tools.
- Ability to multitask, meet deadlines, and problem-solve in a fast-paced research environment.
- Experience working with government agencies, universities, and nonprofit organizations is highly desirable.

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:** \$2,866.01 - \$3,466.67 (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