

WORKING TITLE	Administrative Assistant II
PAYROLL CLASSIFICATION	Administrative Support (N2202)
DEPARTMENT	CA Title IV-E Education Program /School of Social Work.
STATUS	Full-Time Benefitted Non-Exempt
POSTING DATE	September 03, 2025
POSITION NUMBER	2718

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the general direction of the CA Title IV-E Education Program Project Coordinator(s), the Administrative Assistant primary responsibilities include, but are not limited to the following:

- Providing advanced administrative support to CA Title IV-E Education Program Project Coordinator and CA Title IV-E Education Program Practicum Faculty.
- Providing administrative and clerical support in carrying out general office and reception duties.
- Maintaining and being responsible for program related calendars.
- Preparing correspondence, reports, publications, and workshop handouts.
- Maintaining project files and tracking other CA Title IV-E Education Program contract documents, as required.
- Assisting with event planning, creating surveys, tracking attendance, serving as lead or collaborative team member in event planning.
- Assisting with CA Title IV-E Education Program Practicum and fiscal assignment that may include, but not limited to: processing student award disbursement, coordinating travel authorizations and expense claims, and as well as other direct expense purchase orders as needed by the program.
- Assisting with child welfare curriculum development.
- Assisting with research on child welfare and practicum related special projects.
- Assisting with various databases and the maintenance of student and agency files.
- Assisting with development of child welfare and practicum related grant opportunities.
- Tracking student status and matriculation through social work program and post-graduation.
- Coordinating, as needed, with other campus administrative units to maintain program and curriculum requirements.
- 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 administrative experience is required. Candidates with three (3) years of experience may apply if they have earned a Bachelor of Arts/Science degree.
- Fully functional knowledge and skills in standard office procedures and practices with a minimum of three (3) years of data management and administration in a large complex academic, administrative or program office.
- Possess excellent communication skills, both oral and written, and the ability to initiate and respond

professionally to correspondence as needed.

- Demonstrate effective problem-solving skills.
- Demonstrate the ability to communicate with an ethnically and culturally diverse campus and associated community service agencies.
- 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.
- Ability to use good judgment and discretion with all campus and program policies and procedures.
- Ability to multitask through use of effective planning, organization, and prioritization of workload.
- Demonstrate proficiency in Microsoft Office applications including Outlook, Word, Excel, and PowerPoint required.
- Possess experience using a large enterprise resource planning financial system software (PeopleSoft), and database software, such as FileMaker Pro and Qualtrics strongly preferred.
- Skilled in coordinating logistics for events such as conferences, meetings, training sessions, and workshops.
- Must be able to work independently and administer all duties in an efficient and effective manner, handle sensitive interpersonal situations with students, faculty, staff, campus personnel and community agency partners.

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: \$18.00 - \$23.00 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