

WORKING TITLE	Administrative Associate Director
PAYROLL CLASSIFICATION	Program Director II (E1122)
DEPARTMENT	Criminal Justice Center for Research and Training
STATUS	Full-time, Salaried with Benefits
POSTING DATE	September 30, 2025
POSITION NUMBER	2719

OVERVIEW

Under the direction of the Department Director for The Center for Criminal Justice Research and Training (CJ Center), the Administrative Associate Director is responsible for the day-to-day management and facilitation of various training programs directed to members of criminal justice agencies, particularly those who work in the law enforcement community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The responsibilities of the Administrative Associate Director include, but are not limited to:

- Manage/Supervise of all CJ Center Staff;
- Coordinate and collaborate with the Operations Associate Director on all CJ Center related issues;
- Oversee of all contracts and grants related to the CJ Center;
- Attend workshops and meetings with law enforcement and training partners throughout the State of California;
- Oversee training programs in accordance with Peace Officer Standards and Training (POST) requirements and the Standards of Training Corrections (STC);
- Recruitment, selection, and oversight of administrative staff;
- Approve all expenditures, including payroll and procurement of all supplies and services (e.g., instructors, books, hotels, etc.);
- Track materials required for each session, including: books, equipment, handouts, and audio-visual materials;
- Oversee the budget for the CJ Center;
- Oversee asset inventory and develop replacement plans;
- Develop and supervise non-contract operating budget;
- Support/Coordinate the delivery of training materials throughout the State of California to training sites;
- Oversee the inventory of both on-site supplies and supplies kept at training sites;
- Work with Operations Associate Director to develop the annual training schedule;
- Assist new POST consultants working with the Center with their transactions through meetings/phone conferences with them, as needed;
- Facilitate resolutions for possible weekly instructor “emergencies” as needed to successfully conduct their session. This may include last-minute changes in materials, handouts or books which, in turn, may require special delivery of such materials.
- Act as daily or weekly liaison with training locations and vendors.

- Coordinate with CSULB Research Foundation personnel to ensure the budget is on track and that payments are made in a timely manner;
- Oversee preparation of monthly invoices to POST for reimbursement of expenses;
- Monitor the CJ Center Training Coordinator(s) and other staff to ensure that the classes are ready to begin and that the pool of applicants are being offered their assigned classes in a timely manner;
- Discuss and resolve any curriculum changes, attendee swaps or cancellations, facilitator and/or auditor issues, new special-presenter contracts, etc.
- Coordinate with individuals, foundations, and governmental agencies to promote research and training;
- Represent the CJ Center/POST as a liaison with the stateside main campus;
- 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

- Bachelor's degree in criminology, criminal justice, public policy/administration, or related field required (Masters Preferred);
- Minimum of ten (10) years of experience in law enforcement training;
- Demonstrate a record of progressive leadership roles in administrative law enforcement training as evidenced by various successful programs;
- Possess detailed knowledge and experience with Peace Officer Standards and Training (POST) requirements;
- Demonstrate strong leadership and advocacy skills;
- Possess experience preparing public-sector budgets;
- Minimum three (3) years experience supervising staff. This includes a working knowledge of basic human resources management;
- Successful record of grant-writing in the criminal justice sector is preferred, but not required;
- Proficient in MS Office, specifically Word, Excel and Outlook;
- Valid driver's license required.
- Demonstrate Subject Matter Expert (SME) experience in Public Safety Training.

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.

SPONSOR FUNDED EMPLOYMENT:

This position is restricted to the conditions set forth by our sponsor funding source. Ongoing employment is contingent upon satisfactory job performance and continual renewal/availability of funds.

COMPENSATION RANGE: \$4,458.34 - \$5,525.00 per pay period (24 pay periods per year)

FILING DEADLINE: Open Until Filled

NOTE: In order 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 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 in order 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.