CALIFORNIA STATE UNIVERSITY
LONG BEACH
RESEARCH FOUNDATION

# EMPLOYMENT OPPORTUNITY

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| **WORKING TITLE** | Program Coordinator |
| **PAYROLL CLASSIFICATION** | Administrative Support Assistant N2201 |
| **DEPARTMENT** | CALSOAP |
| **STATUS** | Part-time (25-29 hours/week), Benefitted, Non-Exempt |
| **POSTING DATE** | October 13, 2026 |
| **POSITION NUMBER** | 2760 |

## OVERVIEW

The Long Beach Cal-SOAP Consortium, working under the direction of the California Student Aid Commission, provides high school students within the Long Beach, Lynwood, Compton, and Whittier regions, the information and services necessary to prepare for and gain admission to colleges and universities. The Program Coordinator supports College Success Coaches (CSC) placed at various high schools throughout program service areas.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Director, the Program Coordinator is responsible for office administrative operations, program service development, implementation, data collection, and high school site staff supervision. 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:

- **Data Collection & Office Administration**
  - Ensure all program services are accurately documented at each site assigned.
  - Assist with data collection and reporting across 5+ school sites, using virtual and on-site reports.
  - Prepare end of year reports (e.g. college going activity, financial aid completion, etc.)
  - Actively participate in staff meetings, retreats, and professional development conferences.
  - Work collaboratively with the Cal-SOAP team to prepare and submit reports, proposals, and other materials.
- **Program Development and Services Coordination**
  - Provide student advising and program support at K-12 school sites.
  - Support the Director in creating pre-college curricula for individual and group sessions. Develop and implement training for advising topics such as academic behaviors, self-confidence, career goals, leadership, social support, and resilience.
  - Design and implement program strategies aimed at enhancing student retention, persistence, and graduation rates. Will work closely with Coaches, site supervisors, and district administration as required for regional and site-specific needs.
  - Schedule and implement program services and activities in coordination with Coaches, site supervisors, and district calendars.

- **Coaching Staff Supervision**
    - Provide ongoing and consistent contact with all regional CSCs via email, phone, in-person, or online methods.
    - Conduct routine on-site check-ins with CSCs at multiple high school site locations.
    - Perform in-depth analysis of individual student or specialized group needs, and readily coordinate the resources needed to address the complex, multifaceted, and/or sensitive concerns.
    - Enforce university and Cal-SOAP polices regarding work schedules, payroll, and employment expectations.
    - Assist Director with general personnel duties, including payroll and scheduling.
    - Coordinate and administer CSC training and development in areas including, but not limited to college admissions, financial aid, counseling and communication, professionalism, and student development.
    - Assist with the preparation of program-related materials and attend program related meetings and trainings on and off campus, and virtual settings.
- Contribute to equitable and inclusionary work to support student-success that strengthens retention and graduation.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Understand the importance of using inclusive language that does not promote gender/ethnic coding, discrimination, and/or selective pronoun usage for faculty, staff, and students.
- Provide resources and/or referrals to all students to support academic success, basic needs, health and wellness, and/or creating a student-ready environment.
- Other duties as assigned.

## EDUCATION, SKILLS AND ABILITIES

- Bachelor's degree with minimum one year's experience in education program coordination and college access advising experience required.
- Current enrollment in a graduate program related to education, counseling, etc. preferred
- Demonstrated knowledge of holistic academic support services, development of individualized service plans; financial aid and literacy; and college access programs, and the California college systems.
- Strong attention to detail, especially for tracking and auditing.
- Experience that exhibits 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 with ability to work when necessary to meet deadlines and/or attend weekend trainings/workshops.
- Excellent oral and written communication skills. Social media communication skills are highly preferred.
- Must be able to accept constructive feedback, prioritize workload, be professional and interact positively with others.
- Be willing to travel to various colleges and K-12 school sites, have reliable transportation and vehicle insurance.
- Demonstrated proficiency in computer applications, including Microsoft Office Suite, Google Workspace, and Canva.

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.

**WORKING LOCATION:** The position will work primarily on-site at assigned K-12 school site. Travel will be required for oversight of K-12 school sites school sites, as well as administrative duties at the CalSOAP operations office at CSU Long Beach.

**BENEFITS**: Active Part-Time Regular and Short Hour benefitted staff are entitled to pro-rated vacation/OPA accrual (min. 40 hours per pay period required to accrue), pro-rated holiday pay on days regularly scheduled to work and, after meeting eligibility requirements, enrollment in our retirement plan.

**COMPENSATION RANGE**: $22.00 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 statues, 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

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