

<b>WORKING TITLE</b>	SLI Training Coordinator
<b>PAYROLL CLASSIFICATION</b>	Administrative Support Assistant
<b>DEPARTMENT</b>	Center for Criminal Justice Research and Training
<b>STATUS</b>	Full Time, Benefitted, Non-Exempt/Hourly
<b>POSTING DATE</b>	February 16, 2026
<b>POSITION NUMBER</b>	2726

## OVERVIEW

The Training Coordinator provides comprehensive coordination and administrative support for law enforcement training programs, including the Sherman Block Supervisory Leadership Institute (SBSLI) and courses offered through the Center for Criminal Justice. This role manages training logistics, schedules classes, prepares materials, maintains records, and ensures smooth program delivery. Responsibilities include direct communication with law enforcement agencies, instructors, and participants, as well as handling financial and operational tasks.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop annual class schedules and assign participants to SBSLI programs.
- Coordinate facilitator development meetings, workshops, and assessments.
- Communicate with law enforcement agencies regarding attendees and required documentation.
- Prepare and distribute course materials, student packages, and graduation certificates.
- Maintain inventory of books, handouts, and equipment at training sites.
- Organize and maintain course records, schedules, agendas, and rosters.
- Provide on-site support for course start-up and special events.
- Respond to administrative inquiries and troubleshoot logistical issues.
- Manage hotel contracts and coordinate transportation as needed.
- Prepare invoices, process travel claims, and track program expenses in alignment with course budgets and contracts.
- Maintain regular communication with facilitators and agencies; provide updates to the Program Director.
- Handle incoming and outgoing mail related to SBSLI and CJ Center programs.
- Flexible duties to meet emerging organizational priorities.

## EDUCATION, SKILLS AND ABILITIES

- Two (2) years of college or equivalent experience; bachelor's degree preferred.
- Minimum of 5+ years working with law enforcement (preferred).
- Prior experience in office administration or training coordination.
- Strong organizational and communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, OneDrive).
- Ability to manage budgets, contracts, and multiple stakeholders.
- Attention to detail and ability to meet deadlines.
- Accounting experience preferred.
- Ability to work independently and as part of a team.
- Professional, dependable, and customer-service oriented.
- Flexibility to travel within Southern California.
- Ability to lift and carry up to 25 lbs. of training materials and equipment.
- Prolonged periods of standing and walking during on-site events and course setup.
- Occasional bending, reaching, and moving items to prepare training spaces.
- Reliable working vehicle required for travel to various training locations within Southern California.
- Valid driver's license and proof of insurance required.

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.

**Work Location:** Southern California (travel required)

**COMPENSATION RANGE:** \$19.80 - \$38.16 per hour (Non- Exempt) commensurate with experience

**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](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 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.