

WORKING TITLE	Graduate Office Administrator
PAYROLL CLASSIFICATION	N0220 College Aide Advisor II
DEPARTMENT	Project Rebound
STATUS	Full Time, Benefitted, Non-Exempt/Hourly
POSTING DATE	February 16, 2026
POSITION NUMBER	2728

OVERVIEW

Project Rebound is a special admissions and student support program that supports higher education and successful reintegration of the formerly incarcerated. By making higher education more accessible and supporting formerly incarcerated students to excel in a course of study, Project Rebound constructs an alternative to the revolving door policy of mass incarceration in order to empower formerly incarcerated students and their communities and increase community strength and safety. Project rebound strives to provide each student with the individualized support that they need to succeed. In addition to providing direct wraparound services, Project Rebound acts as a liaison with services and program on and off-campus and an advocate for people on campus and in the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Graduate Office Administrator will provide individualized support by connecting students with tutors aligned with their coursework and fostering a sense of belonging that supports a meaningful college experience. Provide referral to campus and community resources when student needs extend beyond the scope of the Project Rebound. Facilitate monthly meetings. Onboard new students by providing campus tours, collecting contact information, and obtaining Student Agreements. Collaborate with program staff to develop the semester digital calendar. Engage in outreach to build the Project Rebound program Organize and facilitate in classroom presentations about the program. Ensure student academic success by implementing the Project Rebound Student Agreement, including required check-ins, mid-semester progress reports, and end-of-semester reports.

EDUCATION, SKILLS AND ABILITIES

- Bachelor’s degree from an accredited four-year college or university.
- One (1) year of professional experience in student services or a related program area.
- Familiarity with CSU and CSULB general education, transfer, and graduation requirements.
- Excellent written, oral communication, and leadership skills.
- Ability to clearly and effectively communicate with students, faculty, staff, administrators, and community members.
- Strong public speaking skills, including leading discussions and facilitating recruitment workshops.
- Ability to handle complex and sensitive situations with compassion and care.
- Proficiency with computers and common software applications.
- Ability to adapt to evolving technology.

- Ability to work independently and take initiative.
- Ability to work effectively with diverse professional academic communities.

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: \$20.07 - \$20.50 per hour (Non- Exempt)

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.