CALIFORNIA STATE UNIVERSITY
LONG BEACH
RESEARCH FOUNDATION

EMPLOYMENT OPPORTUNITY

WORKING TITLE	Administrative Support Assistant
PAYROLL CLASSIFICATION	N2203 Administrative Support Asst III
DEPARTMENT	CalVet/HCA
STATUS	Part-Time, Benefitted, Non-Exempt/Hourly
POSTING DATE	May 6, 2026
POSITION NUMBER	2731

ESSENTIAL DUTIES AND RESPONSIBILITIES

The California State University Long Beach Research Foundation seeks a highly motivated and detail-oriented Administrative Assistant for a collaborative research project with the California Department of Veterans Affairs (CalVet).

Responsibilities include, but are not limited to:

- Provide direct administrative and logistical support to the Project Manager, including scheduling onsite and virtual meetings, correspondence, resource preparation, task prioritization, and travel coordination.
- Support budget planning, invoice processing, and financial reconciliation in compliance with grant funding guidelines.
- Track data collection efforts, project progress, and deliverables, ensuring accurate reporting and adherence to project protocols.
- Assist in the analysis of qualitative and quantitative research data to support policy development.
- Perform other duties as assigned to support the successful completion of the project.
- 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

- Master's degree.
- Strong analytical and organizational skills, attention to detail, and reliability.
- Exceptional interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Able to multitask, prioritize, manage time efficiently, meet deadlines, and problem-solve in a fast-paced research environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace

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: $24.25 - $31.00 per hour (Non- Exempt)

FILING DEADLINE: Open Until Filled

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.

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 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 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.