

WORKING TITLE	Part-Time Administrative Coordinator
PAYROLL CLASSIFICATION	Administrative Support Assistant (N2202)
DEPARTMENT	Educational Talent Search
STATUS	Part Time (25–29 hours/ week) Benefitted, Hourly
POSTING DATE	September 18, 2026
POSITION NUMBER	2742

OVERVIEW

The Educational Talent Search (ETS) Program is a 100% federally funded TRIO program designed to support low-income and first-generation students in preparing for and enrolling in postsecondary education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Director, the Administrative Coordinator is responsible for the day-to-day operational functions, data collection, budget forms, and general office duties. 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:

- Responsible for inventory and ordering ETS supplies – this may require calling vendors for prices and follow-up on orders.
- Oversee timely submission of payroll and travel forms in support of Project Director.
- Supports the Project Director with Calendar and schedule coordination, including prioritizing meetings, deadlines, site visits, and external commitments to ensure continuity of program operations.
- Serves as a primary point of coordination between the Project Director, program staff, campus offices, vendors, and external partners to support timely communication and follow-up.
- Assists with service purchase contracts, travel request, purchase orders, purchase requisitions, and tracking operational expenses
- Independently tracks grant-related deadlines, contracts, purchasing, payroll, and travel activities, proactively identifying issues to maintain compliance with CSU and Research Foundation policies.
- Assists with the creation of budget and match forms for review by the project director. Including the completion and monitoring of partner cost-share forms.
- Arranges and coordinates meetings, team training, and program event logistics. Keeps minutes and distributes minutes and materials.
- Assumes increased responsibility for operational oversight and routine problem-solving, frequently addressing administrative and logistical issues without the need for direct supervision.
- Assists in the drafting of final reports, documents, materials, communication, social media and resources using Microsoft Word, PowerPoint, Excel, Canva, and related software.
- Reviews ETS program data in the external evaluator's database to determine and help troubleshoot data issues and identify potential program implementation issues.

- Helps maintain a computerized database to ensure accuracy of entered services, programs, and match data.
- Exercises discretion and sound judgment when handling sensitive financial, personnel, and student information in accordance with federal, CSU, and Research Foundation requirements.
- Assists with the organization and maintenance of student files and program documentation in compliance with university, state, and campus guidelines; maintains electronic and paper filing system.
- Assist with the planning, scheduling, and logistical coordination of educational and program-related activities.
- Provides continuity of operations during periods of peak workload, staff transitions, or vacancies to ensure program activities remain on schedule.
- Assist in evaluating programs and services needed assigned sites.
- Responsible for general office duties, including answering phones, filing, campus deliveries, supply orders.
- 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

- Associate's degree (A.A.) required (bachelor's degree preferred), with a minimum of two years of professional equivalent in education, education counseling, public policy, sociology, or a related field.
- 1-2 years of educational program coordination experience related to college access preferred.
- 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 and has the ability to work overtime when necessary to meet deadlines and/or attend weekend trainings/workshops.
- Excellent oral/written communication skills. Social media communication skills are highly preferred.
- Demonstrate the ability to work with diverse populations.
- Must be able to work a flexible schedule, including some evenings and weekend hours. Must have reliable transportation and provide appropriate insurance coverage documentation.
- Have advanced skills in Microsoft Office programs (Word, Excel, PowerPoint, Publisher) and service databases.

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.

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

Administrative duties are performed primarily at the EST operations office, located in Long Beach, CA.

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.

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: \$20.00 - \$21.00 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 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