

WORKING TITLE	Program Specialist
PAYROLL CLASSIFICATION	Administrative Support Assistant N2203 / N4404
DEPARTMENT	Educational Talent Search (ETS)
STATUS	Part-time, 28 hours per week, Benefitted, Non-Exempt
POSTING DATE	September 16, 2026
POSITION NUMBER	2744

OVERVIEW

The Educational Talent Search (ETS) Program is a 100% federally funded TRIO program. Under the direct supervision of the ETS Director, the Program Specialist works directly with the Director to support program development, evaluation, data analysis, reporting, and special initiatives. The Program Specialist assists the Director with monitoring program implementation and progress toward grant objectives; designing college visits, educational field trips, and program activities; evaluating program services and outcomes; and developing reports, presentations, materials, and resources. The position serves as a key program resource to the Director and works with program staff, school partners, postsecondary institutions, and community organizations to support effective program implementation and continuous improvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific duties include but are not limited to:

- Work directly with the ETS Director to support program planning, implementation, evaluation, and continuous improvement.
- Assist the Director with monitoring progress toward grant objectives, performance measures, and annual program goals.
- Manage special projects and initiatives assigned by the Director, including developing project plans, timelines, deliverables, and follow-up activities.
- Review and analyze program data and provide the Director with reports, summaries, findings, and recommendations.
- Assist the Director with preparing annual performance reports, internal reports, presentations, grant documentation, and other required program materials.
- Develop evaluation tools, surveys, assessments, and other methods for measuring the effectiveness of program activities and services.
- Analyze evaluation results and provide recommendations to the Director regarding program improvements and future activities.
- Research, design, and develop college campus visits, educational field trips, career exploration experiences, cultural activities, and other educational opportunities aligned with ETS goals.
- Assist the Director with developing the annual program calendar, including workshops, college visits, field trips, staff development, and special initiatives.
- Develop and update program procedures, manuals, presentations, training materials, forms, activity guides, and other resources.

- Assist the Director with the development and delivery of staff training and professional development related to program implementation, evaluation, documentation, and grant requirements.
- Research promising practices, postsecondary opportunities, college-access strategies, and educational resources that may strengthen ETS programming.
- Assist the Director with identifying and developing partnerships with colleges, universities, community organizations, and other agencies.
- Prepare correspondence, reports, presentations, proposals, and other materials at the direction of the Director.
- Attend meetings with the Director and represent the Director or program at meetings, committees, trainings, and partner activities as assigned.
- Provide the Director with programmatic support during major initiatives, reporting periods, staff transitions, and other periods of increased program activity.
- Perform other duties and special assignments as directed by the ETS Director.

EDUCATION, SKILLS AND ABILITIES

- Master's degree in education, higher education, educational leadership, counseling, public administration, sociology, social sciences, or a related field required.
- Experience with educational programs, college access programs, TRIO programs, grant-funded programs, or related educational initiatives preferred.
- Experience with program development, implementation, assessment, and evaluation.
- Experience collecting, reviewing, analyzing, interpreting, and reporting program data.
- Ability to analyze program data to identify trends, inconsistencies, service gaps, and opportunities for program improvement.
- Experience developing evaluation tools, surveys, assessments, reports, and other methods for measuring program effectiveness and outcomes.
- Experience designing and coordinating educational programs, college visits, field trips, special events, staff development activities, or similar initiatives.
- Strong research and analytical skills with the ability to gather information, evaluate findings, and develop recommendations for program leadership.
- Strong project management and organizational skills with the ability to independently coordinate multiple projects, priorities, timelines, and deadlines.
- Strong verbal and written communication skills with the ability to prepare professional reports, presentations, program materials, and written communications.
- Proficiency with Microsoft Word, Excel, PowerPoint, databases, and related software; experience with Canva or similar design software preferred.
- Ability to work directly with program leadership, exercise initiative and sound judgment, and complete assignments with limited supervision.
- Ability to collaborate effectively with program staff, external evaluators, school personnel, postsecondary institutions, community organizations, and other partners.
- Ability to appropriately maintain the confidentiality of student, personnel, program, evaluation, and grant-related information.
- Ability to manage multiple assignments under pressure, prioritize workload, meet deadlines, and maintain a high level of accuracy and productivity.
- Ability to work a flexible schedule, including occasional evenings and weekends, as required for program activities, meetings, and special events.
- 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.

Must be able to accept constructive criticism, prioritize workload, be professional and dependable, interact positively with others and possess a friendly and outgoing personality. 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.

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: \$32.00 - \$34.00 hourly (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