

WORKING TITLE	Assistant Director
PAYROLL CLASSIFICATION	N2204 Administrative Support Assistant IV
DEPARTMENT	Educational Talent Search (ETS)
STATUS	Full Time, Benefitted, Exempt
POSTING DATE	September 21, 2026
POSITION NUMBER	2745

OVERVIEW

The Educational Talent Search (ETS) Program is a 100% federally funded TRIO program. Under the general supervision of the ETS Director, the Assistant Director provides leadership and operational support for the implementation and day-to-day administration of the program. The Assistant Director supervises and supports program staff, coordinates services at assigned target schools, and helps ensure that program activities and services are delivered in accordance with federal TRIO requirements, grant objectives, and organizational policies. Responsibilities include overseeing student outreach and recruitment, monitoring participant services and caseloads, coordinating academic, college, career, financial aid activities, reviewing program data and documentation, supporting staff training and development, maintaining relationships with school and community partners, and assisting with program planning, reporting, and evaluation. The Assistant Director works closely with the ETS Director to support program goals, strengthen student persistence and post-secondary success, and provide leadership and operational oversight as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific duties include but are not limited to:

- Assist the ETS Director with the overall administration, implementation, and day-to-day operations of the Educational Talent Search Program.
- Provide direct supervision, guidance, training, and support to Program Advisors, Program Coordinators, and other assigned program staff.
- Assist with coordinating staff assignments and services at target schools to ensure effective and consistent delivery of program services.
- Monitor staff performance, workload, student caseloads, program activities, and service delivery to ensure program expectations and objectives are met.
- Oversee and support the delivery of academic advising, college and career readiness, financial aid, postsecondary admissions, and other services to program participants.
- Maintain a student caseload or provide direct student services as needed to support program operations and ensure continuity of services.
- Assist in developing, coordinating, implementing, and evaluating grade-appropriate workshops, college-readiness activities, financial aid programs, college visits, educational field trips, summer activities, and other program services.
- Provide guidance and support to staff in addressing academic, socioeconomic, and other barriers that may affect student persistence, achievement, and postsecondary enrollment.
- Monitor participant records, student contacts, services, participation, and progress to ensure accurate and timely program documentation.

- Assist with reviewing program data and student outcomes to evaluate progress toward program objectives and identify areas requiring additional services or program improvement.
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- Assist with ensuring program activities, participant eligibility, documentation, and services comply with federal TRIO regulations, grant requirements, university policies, and CSULB Research Foundation policies and procedures.
- Assist with the development, review, and implementation of program policies, procedures, forms, participant materials, staff resources, and operational processes.
- Assist the Director with developing and implementing staff training, professional development, in-service activities, and ongoing guidance related to program requirements and student services.
- Establish and maintain effective working relationships with administrators, counselors, teachers, and other personnel at target schools, as well as postsecondary institutions, community organizations, students, and families.
- Serve as a program representative at school, university, community, organizational, and committee meetings as assigned.
- Assist in developing and maintaining partnerships with secondary schools, postsecondary institutions, community agencies, and other organizations that provide resources and opportunities benefiting program participants.
- Assist with preparing program reports, documentation, correspondence, presentations, and other materials required by the university, CSULB Research Foundation, U.S. Department of Education, and other stakeholders.
- Support the Director in evaluating program effectiveness and developing strategies, services, and initiatives to improve student participation, persistence, postsecondary readiness, and overall program outcomes.
- Help ensure that program services are delivered in an equitable, inclusive, student-centered manner that supports students from diverse academic, socioeconomic, cultural, and language backgrounds.
- Provide leadership and operational oversight of the program in the Director's absence, as assigned.
- Perform other duties as assigned. This job description is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

EDUCATION, SKILLS AND ABILITIES

- Master's degree required, preferred emphasis in education, education counseling, public policy, sociology, or a related field. PPS credential, desired.
- Minimum two (2) years of full-time experience in a similar or related program working with diverse academic, socioeconomic and cultural backgrounds.
- Direct experience working with TRIO programs and demonstrated knowledge of Talent Search rules and regulations.
- Experience working with high school age students in a high school setting with teachers, counselors and administrators.
- Demonstrated knowledge of available postsecondary educational opportunities and financial aid requirements with the ability to provide content to participants in a workshop or one-on-one setting.
- Supervisory experience including hiring, training and conducting staff evaluations.
- Availability to work evening and weekend hours as required by the program.
- Ability to work independently without constant supervision and manage time effectively, prioritize tasks and meet tight and frequent deadlines.
- Must have experience working in a team setting, work well with others, function well under pressure and handle multiple tasks concurrently.
- Possess excellent oral and written communication skills
- Possess excellent social media communication skills/experience.
- Must hold a valid driver's license and have reliable transportation to travel to and from school sites and the CSULB campus.
- Candidates with experience or familiarity working with students from backgrounds similar to the program's target population, desired.
- Ability to speak Spanish, desired.
- Demonstrated commitment to supporting student academic achievement, persistence, postsecondary enrollment, and graduation.

- Ability to work effectively and professionally with students, families, colleagues, and school personnel from a variety of backgrounds and experiences.
- Ability to identify student needs and provide appropriate information, resources, and referrals that promote academic success, college and career readiness, and overall student well-being.

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.

WORK LOCATION

This position involves travel to school sites, as well as administrative duties at the Educational Talent Search 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.

COMPENSATION RANGE: \$3,000.00 - \$3,083.33 (24 pay per year) (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