

WORKING TITLE	Program Coordinator
PAYROLL CLASSIFICATION	N2203 – Administrative Support Assistant III
DEPARTMENT	Educational Talent Search (ETS)
STATUS	Full Time, Benefitted, Non-Exempt
POSTING DATE	September 18, 2026
NUMBER OF POSITIONS	Two
POSITION NUMBER	2746

OVERVIEW

The Educational Talent Search (ETS) Program is a 100% federally funded TRIO program. Under the general supervision of the ETS Director and Assistant Director, the Program Coordinator provides programmatic and administrative support to Program Advisors and program staff in the delivery of services to program participants at assigned target schools. Responsibilities include assisting with student outreach and recruitment, providing direct student services, maintaining a student caseload as needed, supporting college and financial aid activities, coordinating program workshops and activities, and assisting with program documentation and participant tracking.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific duties include but are not limited to:

- Provide administrative and programmatic support to Program Advisors assigned to target high schools.
- Assist Program Advisors and program staff with identifying, outreach, and recruitment of eligible students for program participation and delivery of services necessary to meet program requirements.
- As needed, maintain a caseload of program participants at assigned target high school(s) and provide direct student services, including academic and college-readiness support, college and financial aid information, referrals to appropriate resources, and follow-up to ensure students meet program participation requirements.
- Assist in tracking and documenting student contacts, participation, services provided, and progress toward program goals and required outcomes.
- Assist with disseminating information regarding college admissions, financial aid, scholarships, and other postsecondary education opportunities.
- Support students with completing college admissions, financial aid, scholarship, and other postsecondary education applications, as appropriate.
- Assist with the preparation, coordination, and implementation of college admissions, financial aid, college-readiness, and other program presentations and workshops for students and families.
- Assist with planning, preparing materials for, and implementing grade-appropriate workshops and activities for program participants.
- Provide logistical and program support for college campus field trips, educational excursions, summer programs, and other program activities.
- Assist with preparing materials and activities for staff training and professional development.

- Assist with updating program forms, student and family materials, program resources, databases, and staff policy and procedure manuals.
- Establish and maintain positive and professional working relationships with secondary and postsecondary personnel, students, families, and community agencies and partners.
- Participate in program, organizational, and committee meetings as assigned and assist with gathering and disseminating information regarding postsecondary opportunities and resources that benefit program participants.
- Provide general administrative and program support to Program Advisors and program leadership as needed.
- 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

- Bachelor's degree in education or other related field.
- 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.
- 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.
- Demonstrated ability to communicate professionally and respectfully with students, families, faculty, staff, and community partners.
- 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: \$23.00 - \$25.00 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

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