CALIFORNIA STATE UNIVERSITY
LONG BEACH
RESEARCH FOUNDATION

EMPLOYMENT OPPORTUNITY

WORKING TITLE	Assistant Director
PAYROLL CLASSIFICATION	N2206 – Administrative Support Asst VI
DEPARTMENT	Language Training Center
STATUS	Part-Time, Benefitted, Non-Exempt
POSTING DATE	October 23, 2026
POSITION NUMBER	2756

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Language Training Center (LTC) assistant director will provide planning, coordination, and oversight for eleven online hybrid language mentor courses taught in the fall and spring.

Responsibilities include, but are not limited to:

- Coordination with military units on student enrollment to include receipt of enrollment documentation, pre-enrollment surveys, previous Defense Language Proficiency Test (DLPT) scores, and other tasks related to the student population. Responsible for maintaining student enrollment and updating the program director on a weekly basis.
- Oversight for budgeting, ordering, and coordinating pre- and post-tests in Listening, Reading, and oral proficiency testing, and other material or services required for the courses. This requires coordination with the LTC grant administrative specialist and faculty. Oversight of the program assessment plan includes testing and test control for ACTFL pre- and post-tests, oral proficiency interview proctoring, end-of-course surveys, enrollment surveys, and budget and assessment tracking with appropriate third-party agencies such as Language Testing International.
- Plan meetings, drafting and sending letters of instruction, planning trips, communicating with both faculty and higher education administrators as well as Command Language Program Managers and military unit commanders.
- Conduct research on second language acquisition, DOD service regulations related to military language education, and review online language resources such as the Global Language Online Support System, the National Foreign Language Center, and other resources essential to the successful evolution of the program.
- Build a database that will house 10 years of language proficiency (quantitative) and student survey (qualitative) data for future research and grant applications.
- Participate in grant writing about student success data in the areas of student survey data and standardized testing data showing results of the program for the past 10 years.
- Serve in place of the director and perform other tasks and responsibilities that may be assigned as required.
- Design and manage the LTC's website including updating information and upgrading website software and functionality as required.
- 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

Minimum Qualifications

- Former servicemember (Veteran); pursuing or attained a bachelor's degree; proficient in MS Office (PowerPoint, Excel, Word); able to work remotely; mature and responsible.

Preferred Qualifications:

- Former active, National Guard, or Reserve military linguist; Master of Arts Degree in Linguistics or Education.

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.

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: $47.24 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 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