CALIFORNIA STATE UNIVERSITY
LONG BEACH
RESEARCH FOUNDATION

EMPLOYMENT OPPORTUNITY

WORKING TITLE	Academic Skills Coach
PAYROLL CLASSIFICATION	Extended Education Specialist I
DEPARTMENT	TRIO Student Support Services/Educational Partnership Program
STATUS	Full-Time, Benefitted, Non-Exempt
POSTING DATE	10/29/2026
POSITION NUMBER	2757
NUMBER OF POSITIONS	Two

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the general supervision of the SSS Director and Assistant Director, the Academic Skills Coach provides programmatic and administrative support while addressing the academic and skill-development needs of students who are low-income, first-generation college students, and/or students with disabilities. Through individualized support, proactive guidance, and targeted interventions, this position contributes to student retention, academic achievement, and timely graduation.

Responsibilities include, but are not limited to:

Academic Coaching and Participant Engagement

- Provide consistent and holistic services to all participants on a continuous basis throughout the academic year and grant cycle
- Within assigned areas of responsibility, independently prioritize work, resolve problems, and take appropriate action
- Deliver and facilitate program presentations, events, workshops and activities
- Promote, support and encourage participant engagement in program services and events
- Contribute to proactive intervention efforts that promote student retention, persistence, academic achievement, and degree completion
- Orient incoming and current participants with program services and resources
- Monitor and assess individual participants' academic progress to support retention, academic success, and timely degree completion
- Develop comprehensive educational plans in accordance with university academic policy that aid in course selection, career exploration and readiness, and timely degree completion
- Monitor progress toward degree completion and assess financial aid eligibility
- Assist participants with navigating and maximizing financial aid resources while strengthening financial literacy
- Guide participants in navigating institutional policies, procedures and resources
- Identify student needs and connect participants with appropriate campus resources and support services, including tutoring, professional development and research opportunities, and student organizations

Program Activities and Outreach

- Support outreach initiatives that increase awareness of program services and opportunities
- Establish and maintain collaborative partnerships with community organizations and campus departments
- Support TRIO pre-college and college program pathways to promote student transitions and continued engagement

Administrative Tracking and Reporting

- Track and document individual and group provided services, participant contacts, and outreach efforts
- Support the identification and selection of eligible program participants
- Participate in staff meetings, retreats, and professional development opportunities
- Collaborate with program staff to prepare and submit project reports, proposals, and other program-related materials
- Contribute to and promote program marketing, events and outreach efforts

EDUCATION, SKILLS AND ABILITIES

- Bachelor's degree required; master's degree preferred
- Knowledge of academic advising, college and career readiness, financial aid, and other educational support services and college and career readiness
- Demonstrated knowledge of available postsecondary educational opportunities and financial aid requirements with the ability to provide information in a workshop and one-on-one settings
- Experience with programs designed to increase student retention, persistence, and degree completion
- Demonstrated organizational skills with the ability to manage multiple priorities, meet frequent deadlines, and work effectively under pressure
- Ability to work collaboratively in a team environment and manage multiple tasks concurrently
- Excellent oral and written communication skills
- Experience or familiarity working with students from backgrounds similar to the program's target population preferred
- Demonstrated ability to communicate professionally and respectfully with students, staff, faculty, community and campus partners
- Must hold a valid driver's license and have reliable transportation
- 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.

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: $21.00 - $30.85 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 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