CALIFORNIA STATE UNIVERSITY
LONG BEACH
RESEARCH FOUNDATION

EMPLOYMENT OPPORTUNITY

WORKING TITLE	Program Coordinator
PAYROLL CLASSIFICATION	N2204
DEPARTMENT	GEAR UP
STATUS	Full-Time, Benefitted, Non-Exempt
POSTING DATE	October 13, 2026
POSITION NUMBER	2759

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Program Coordinator supports the implementation and management of the federally funded GEAR UP program at California State university, Long beach, serving students and families within the Norwalk-La Mirada Unified School District. This position plays a key leadership role in ensuring the program meets its grant objectives by coordination services, overseeing staff and site operations, supporting fiscal management, and maintaining compliance with federal and institutional guidelines.

Working under the general direction of the Executive Director, the Program coordinator provides oversight of multiple school sites, supervises program staff, leads planning and reporting efforts, and collaborates with district, university, and community partners to enhance college and career readiness opportunities for first-generation, low-income, and underrepresented students.

Responsibilities include, but are not limited to:

Program & Grant Implementation

- Develop, coordinate, and evaluate college access, career readiness, and parent engagement programming aligned with GEAR UP grant goals.
- Oversee the planning and delivery of college tours, financial aid workshops, academic enrichment, and other college-readiness services.
- Support monitoring of annual grant objectives, timelines, and deliverables to ensure compliance with U.S Department of Education regulations.
- Assist in compiling and preparing quarterly and annual performance reports, ensuring accurate documentation of outcomes and metrics.

Fiscal Oversight and Compliance

- Support budget tracking and fiscal reporting in collaboration with the university business office and GEAR UP administrative team.
- Review and reconcile site-level expenditures, purchase requests, and in-kind contributions for annual audits and reporting.
- Collect and maintain accurate documentation of cost-share and in-kind contributions for annual audits and reporting.

Staff Supervision & Development

- Provide day-to-day supervision, training, and performance oversight for FT College & Career Advisors and other site-based staff.

Partnerships & Stakeholder Engagement

- Collaborate with school administrators, counselors, and teachers to align services with district and site goals.
- Strengthen partnerships with local colleges, community organizations, and university departments to expand program resources and opportunities for students.
- Support development and dissemination of program communications, marketing, and social media content.

Data Management & Reporting

- Oversee data collection, entry, and analysis related to student participation and program outcomes.
- Generate monthly and quarterly data summaries using CBro and other data systems to inform program evaluation and reporting.
- Utilize data to identify trends, gaps, and opportunities for targeted student interventions and improved service delivery.
- Create and maintain GEAR UP communications, including writing and design for print, website, e-newsletter, social media; and manage listservs.
- Assist in the management of contracts with GEAR UP schools and partners.
- Ensure all program services are accurately documented at each site assigned.
- Work collaboratively with the GEAR UP team to prepare and submit reports, proposals, and other materials.

Other Duties

- Serve as a point of contact for site-level program operations and coordination of special projects.
- Participate in state, regional, and national professional development opportunities to remain current in best practices for college access programs.
- Perform other duties as assigned in support of grant institutional priorities.
- 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.

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

- Bachelor's degree required; master's degree preferred in education, counseling, public administration, or related field.
- Minimum of 3-5 years of progressive experience in educational program coordination, preferably related to college access, student success, or grant-funded programs.
- Demonstrated experience with program evaluation, fiscal monitoring, and compliance reporting.
- Proven ability to lead and supervise staff, manage multiple sites, and coordinate large-scale programming.
- Strong communication, organizational, and interpersonal skills with a commitment to equity and inclusion.
- Proficiency in data management systems, reporting tools, and Microsoft Office Suite.
- Ability to travel between program sites; valid driver's license and vehicle insurance required.

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.

WORK LOCATION: This position involves travel and oversight of K-12 school sites at assigned district, as well as administrative duties at the Gear Up operations office, located in Long Beach, CA

COMPENSATION RANGE: $30.00 - $32.00 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 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