

WORKING TITLE	Project Director
PAYROLL CLASSIFICATION	E1111 Project Director I
DEPARTMENT	College Corps at the Beach
STATUS	Full Time Benefitted
POSTING DATE	07/13/2026
POSITION NUMBER	2737

OVERVIEW

College Corps at the Beach is a paid internship program designed to engage college students in meaningful internship opportunities with local community partners that build leadership skills, civic responsibility, and self-confidence. This program helps low-income students' graduate college with less debt while also supporting the work of community-based organizations as they address societal challenges related to environmental stewardship, food insecurity, K-12 education, and healthy futures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the general supervision of the College Corps program and in collaboration with the College Corps Cal Poly Consortium, the Project Director will be responsible for specific duties including but not limited to:

Grant Project Management

- Direct the implementation, development, and supervision of all College Corps policies, procedures, and standards
- Ensure grant project adherence to applicable federal, state, local and university rules and regulations
- Attend monthly Project Director and consortium meetings, acting as the program's primary point of contact with CA Volunteers
- Collect and submit program data to CA Volunteers as required
- Establish a working relationship with the Principal Investigator(s) for consultation and signature authority
- Responsible for drafting reports as needed, including the Annual Program Report
- Coordinate regular meetings with Financial Aide and reconcile payments to student interns including monthly living allowances and education awards
- Lead outreach and recruitment efforts
- Attend and coordinate professional development for staff and students (interns)

Program Development and Services Coordination

- Lead a comprehensive annual program planning process that identifies and collaborates with internship site supervisors
- Provide leadership and establish effective working relationships with other departments on campus, within the community, and at community sites
- Be responsible for working with interns via individual appointments and group workshops in coordination with Faculty Fellows, PIs (as needed), site supervisors, and other staff

- Coordinate and oversee all aspects of the College Corps Leadership Academy
- Conduct ongoing assessment and evaluation of all program services and site service locations, and implement changes as needed
- Perform in-depth analysis of individual student or specialized group needs, and readily coordinate the resources needed to address the complex, multifaceted, and/or sensitive concerns and challenges
- Lead presentations and workshops for students, staff, and faculty, as well as community partners to convey information about College Corps
- Create and disseminate recruitment and advertising materials (print, online, social media, video) related to participation in the College Corps program and events
- Provide resources and/or referrals to all students to support academic success, basic needs, health and wellness, and/or creating a student-centered environment

EDUCATION, SKILLS AND ABILITIES

- College or university-level coursework, BA required
- Six (6) years' experience working in an office environment, familiarity with internships in higher education
- Ability to Successfully manage and prioritize multiple tasks
- Ability to work effectively in a team environment and accomplish tasks independently
- Strong communication skills written, oral, and interpersonal
- Ability to identify, analyze, and resolve problems
- Ability to work with people with diverse backgrounds (e.g., gender, race/ethnicity, religion, national origin, sexual orientation, and disability)
- Ability to work occasional evenings and/or weekends and/or extended hours

Must be able to accept constructive criticism, prioritize workload, be professional and dependable, interact positively with others and possess a friendly and outgoing personality. 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: \$2,929.33 (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