

WORKING TITLE	Associate Director of Operations
PAYROLL CLASSIFICATION	Program Director II (E1122)
DEPARTMENT	Center for Criminal Justice
STATUS	Full-time, Benefitted, Exempt
POSTING DATE	August 10, 2026
POSITION NUMBER	2739

ESSENTIAL DUTIES AND RESPONSIBILITIES

The responsibilities of the Associate Director (Operations) include, but are not limited to:

- Support the mission of the Center for Criminal Justice Research and Training (CJ Center)
- Work with and coordinate with the CJ Center Administrative Manager
- Cross train with the Administrative Associate Director
- Design and facilitation of training programs in accordance with Peace Officer Standards and Training (POST) requirements
- Management and supervision of coordinators, instructors, and staff
- Operational responsibility of local and regional classes to include set-up, tear-down, and maintenance of training sites and resources. May require statewide travel. Facilitate solutions to program challenges, instructor emergencies, scheduling conflicts, and other operational issues as well as serving as a liaison for vendors, instructors and partner agencies
- Maintain inventory control systems and develop replacement and procurement plans for training assets and equipment. Recruitment, selection and supervision of instructors, coordinators and administrative staff for training programs
- Maintain a working knowledge of POST EDI, Canvas, and other Campus related programs
- Course and CJ Center budgeting to include contracts, projects, and personnel. Approve expenditures and oversee invoicing and reimbursement requirements for CSULB Foundation and POST.
- Participate in the development and implementation of the annual training plan and schedule. Monitor program effectiveness and ensure successful delivery of local, regional, and statewide training programs.
- Meet with and work with POST and other consultants related to CJ Center Projects
- Meet with and maintain relationships with Regional Training Managers and related associations
- Liaison and work with campus personnel (Professors and students, etc.) to help achieve campus goals. Assist with grant development and funding opportunities as appropriate.
- Other duties and responsibilities as assigned.

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

EDUCATION, SKILLS AND ABILITIES

- Master's degree in criminology, criminal justice, public policy/administration, or related field preferred. A Bachelor's degree may be considered depending on experience/qualifications.
- Minimum of ten (10) years of experience in law enforcement; to include both supervisory and management positions, preferably with a strong training background.
- Experience with Peace Officer Standards and Training (POST) regulations to include familiarity of both the POST Portal and EDI.
- Experience teaching at the post-secondary level or POST classes is preferred,
- Experience preparing public-sector budgets; a minimum of five (5) years of experience supervising staff that includes a working knowledge of basic human resource management.
- A successful record of grant-writing in the criminal justice sector is preferred, but not required; experience conducting empirical research is preferred, but not required
- Proficiency with MS Office, specifically Word, Excel and Outlook, valid driver's license 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.

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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: \$4,456.40 – \$6,265.13 per pay period (24 per year) / \$106,953.60 - \$150,363.20 per year

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