

WORKING TITLE	California Title IV-E Education Program Project Coordinator
PAYROLL CLASSIFICATION	Project Director II (E1113)
DEPARTMENT	California Title IV-E Education Program / School of Social Work
STATUS	Full Time/ Benefitted (Exempt)
POSTING DATE	September 11, 2026
POSITION NUMBER	2740

OVERVIEW

The California Title IV-E Education Program is a federally funded program under Title IV-E of the Social Security Act. CA Title IV-E facilitates and supports statewide partnerships for the education and training of social workers. The CA Title IV-E Training Program provides professional education and support through the Title IV-E stipend program to graduate and undergraduate social work students. The CA Title IV-E Project Coordinator and the CA Title IV-E Child Welfare Instructor assists with the oversight and implementation of activities in the CA Title IV-E internship program with both non-public child welfare partnership agency and public child welfare settings. Primary purpose is to prepare BASW and MSW students for employment within a public child welfare agency in the state of California.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific duties include but are not limited to:

- Direction and oversight of the daily operations of the California Title IV-E Title IV-E MSW and BASW Training program Distance Education (DE);
- Development and implementation of the general policies and procedures of the program;
- Directing all aspects of the award and budget development, administration, compliance and evaluation;
- Development and oversight of student specialized seminars and practicum instructor training and support;
- Development of California Title IV-E practicum placements and placements of California Title IV-E students in appropriate community-based agencies;
- Provide orientation, training and support for California Title IV-E Practicum Instructors;
- Collaborate and maintain relationships with county partners and California Title IV-E central office;
- Attending and participating in partnership meetings and statewide California Title IV-E meetings;
- Supervising California Title IV-E Assistant Project Coordinator, Title IV-E Leads, Practicum Consultants and Administrative Support staff;
- Maintain fiscal oversight (budget development and monitoring, fiscal accountability, quarterly invoicing and cost match reporting, coordination with university financial aid, student selection, student tracking, monitor financial payback);
- Oversight of program policies and procedures (student recruitment, selection, advising, job placement, tracking annual program evaluation and year end reports);
- Coordinate the appropriate placement and oversight of IV-E students in practicum internships with the Director of Practicum Education and Practicum Liaisons.
- Participate in School committees and work with faculty to ensure California Title IV-E competencies are integrated into curriculum;

- Assure continual outreach efforts are directed and maintained to community-based agencies to recruit/develop placements and pool of practicum instructors;
- Support efforts to evaluate data to inform retention and workforce development;
- Additional duties 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 social work is required;
- Experience teaching at a university level is required;
- Practice experience in child and family programs is required;
- At least four (4) years' experience in progressively responsible administrative positions is required;
- Demonstrated competence in collaborative work;
- Ability to work with diverse students, campus and practice community;
- Knowledge of surrounding geographical communities and social service agencies preferred.

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: \$5,875 – \$6,750 (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