

WORKING TITLE	Executive Administrative Assistant (Assistant to the Director)
PAYROLL CLASSIFICATION	Administrative Support Assistant II OR IV (based on experience)
DEPARTMENT	Center for Criminal Justice Research & Training
STATUS	Full-Time, Benefitted, Non-Exempt/Hourly
POSTING DATE	05/18/2026
POSITION NUMBER	2732

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Center for Criminal Justice Research & Training at CSULB is seeking a highly organized, detail-oriented Executive Administrative Assistant to support senior leadership in a fast-paced, mission-driven environment. This role is ideal for an experienced administrative professional who enjoys variety, autonomy, and making meaningful impact through public-sector training and research.

You will work closely with the Director and Associate Director, playing a key role in program coordination, budgeting, HR support, and communications that support criminal justice professionals statewide.

Responsibilities include, but are not limited to:

Administrative & Office Operations

- Serve as the primary point of contact for the Center, professionally managing calls, emails, and correspondence
- Maintain office operations, records, and filing systems (electronic and physical)
- Coordinate and support part-time staff and volunteers

Training & Program Coordination

- Coordinate POST and STC -certified courses, including scheduling, materials, and registrations
- Prepare and distribute training materials and course documentation
- Communicate with POST and partner agencies regarding attendance, certifications, and invoices
- Provide onsite coordination for traveling courses (flexible schedule and occasional travel required)

Financial & Budget Support

- Track tuition payments, prepare deposit records, and process deposits
- Assist with budget tracking and financial reporting
- Use PeopleSoft and related systems for accounting and records management

HR & Compliance

- Review, track, and maintain HR documentation for Center staff
- Assist leadership with reviewing contracts for POST courses and private presentations

Additional Responsibilities

- Maintain Center websites and electronic media in accordance with CSULB guidelines
- Develop and format training materials for instructors
- Perform other related duties as well

EDUCATION, SKILLS AND ABILITIES

Required Qualifications

- High school diploma or equivalent
- Strong proficiency in Microsoft Office (Outlook, Word, Excel; mail merge required)
- Excellent organization, communication, and time-management skills
- Ability to manage competing priorities with professionalism and discretion

Preferred Qualifications

- Two years of college; bachelor's degree preferred
- Experience as an executive or senior administrative assistant
- Background in criminal justice, higher education, training, or public-sector environments
- Accounting or budget tracking experience
- Familiarity with PeopleSoft, Access, or similar systems

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: \$24.25 - \$38.16 per hour (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 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