



- x Recruit, hire, train, supervise and evaluate all employees, all staff and faculty mentor positions;
- x Supervise the identification and selection process for participants and the academic needs of participants to determine eligibility for the program;
- x Direct the planning, designing, and implementing of student development workshops, activities, cultural programming;
- x Direct the program s

- x Experience working with various computer programs including MS Office Suite, and various online and social media platforms;
- x High degree of initiative and ability to work without constant supervision required
- x Must have experience working in team settings, work well with others, function well under pressure and handle multiple tasks concurrently;
- x Regular punctual attendance required;
- x Must be eligible to complete the DOJ finger printing review and background check
- x Contribute to equitable and inclusionary work to support student-success that strengthen on graduation;
- x Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment;
- x Understand the importance of using inclusive language that does not promote gender/ethnic discrimination, and/or selective pronoun usage for faculty, staff, and students;
- x Provide resources and/or referrals to all students to support to academic success, basic needs, wellness, and/or creating a student-ready environment;
- x This job description is not designed to contain or be interpreted as a comprehensive inventory of responsibilities and qualifications required of employees assigned to the job.

Must be able to accept constructive criticism, prioritize workload, be professional and dependable, work positively with others and possess a friendly and outgoing personality. Regular, punctual attendance is required. This position is employed through the CSULB Research Foundation. Employment is at-

#### POST OFFER BACKGROUND CHECK REQUIREMENT

A post offer background check (including a reference and criminal records check) must be completed for each individual cleared, before they can start work with the CSULB Research Foundation. No information is required prior to the offer of employment. Once an offer of employment is made, failure to complete

- x By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- x By Confidential HR Fax: 562. 985.1726
- x By E-mail: [FND-HR@CSULB.EDU](mailto:FND-HR@CSULB.EDU) (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. The employment Applications can be found alphabetically on our website at <https://www.csulb.edu/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 in order to perform the 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 interview 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 promulgated by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, ethnicity, 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 disorders), characteristics), denial of family and medical care leave, denial of pregnancy disability leave or other reasonable accommodation or veteran's status (including Vietnam veterans) as required by other federal/state laws, executive orders, discrimination statutes, related administrative regulations and executive orders. Individuals seeking employment must provide proof of identity and employment eligibility as prescribed in Title 8, Uniform Code of Military Justice, Code, and Section 132A. We are an Equal Opportunity, Affirmative Action, 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. The Foundation 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 agency. This policy applies to all programs administered by the CSULB Research Foundation.

Please read and complete voluntary Applicant Affirmative Action Information Form below. Submit completed form with your resume and employment application to:

CSULB Research Foundation, Human Resources

- x By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- x By Confidential HR Fax: 562. 985.1726
- x By E-mail: [FND-HR@CSULB.EDU](mailto:FND-HR@CSULB.EDU)

# APPLICANT AFFIRMATIVE ACTION INFORMATION FORM VOLUNTARY

Thank you for your interest in employment with our Company. The following questions about your race and gender and Protected

# VETERAN TATU

a. Status: Select one of the following

I identify as a veteran, just not a Protected Veteran.

I am not a veteran.

I do not wish to self-identify.

b. Protected Veterans are described as:

### **Disability**

Veteran entitled to VA-administered disability compensation for, or discharged from active duty because of, a service-connected disability, or who would be so entitled but for receipt of military retired pay.

### **Authorized Campaigns**

has been authorized. List of eligible campaigns can be found at [@cc\]KDD, É\[\] {É\\* \[c\]•cæ } \\* \[ \[icæ\]c\\* {^â- al2.asp](#).

### **Armed Forces Service**

Veteran who, while on active duty, participated in a military operation for which an Armed Forces Service T^âæ]â, æ•âæ, æ!ââ]~!~æ}câc [ÂÖç^É&ÉU!â^!âB [ÉÁFGJ] Ì É

### **Recent Service**

Veteran who served on active duty and was discharged or released from active duty within the last three years.

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Please submit completed form with your resume and employment application to:

### **CULB RFFHRe**

- **By Mail:** Î H€ÉÁÛcæc^ÁW } äç^!•âc^ ÁÖ!äç^ÉÁÛ~âc^ÁHHGÉÁŠ [ ] \* ÁÓ^æ&@ÉÁÖÉAJ€ Ì F Í LÁ
- **By Confidential HR Fax:** ÁÇ Í ÎGDÁJ Ì ÍÉF ÎG ÎLÁ
- **By Email:** PÖÉPÜÜCEYÛUŠŠO ÔÛWSÓÉÖÖWÁÇ ] ~ cÁR [ âÀÁâ } Ác@^ÁÛ ~ âb^&cá]â } ^D