

WORKING TITLE	Executive Director
PAYROLL CLASSIFICATION	Project Director III (E1113)
DEPARTMENT	College of Professional and Continuing Education (CPaCE) and Center for International Trade and Transportation (CITT)
STATUS	Fulltime, Benefitted, Exempt
POSTING DATE	October 24, 2024
POSITION NUMBER	2683

OVERVIEW

The Center for International Trade and Transportation (CITT) at California State University, Long Beach (CSULB), is seeking an Executive Director who is responsible for supervising Center operations, managing industry/university/government engagement, and leading outreach and community engagement efforts for the College of Professional and Continuing Education (CPaCE) and CSULB related to international trade and transportation sectors. The Executive Director oversees a multi-million-dollar portfolio of research and workforce development programs and projects across multiple platforms and in coordination with partner institutions and grant administrators. Additionally, the Executive Director develops long-range strategic planning goals and serves as director on duty in coordination with the CPaCE leadership.

The Executive Director is responsible for managing a wide range of federal and state research programs and projects, coordinating support for educational programs and outreach activities, scholarship development; and serving in an advisory capacity as a university representative on industry-related boards and committees. The Executive Director also

- Identify and secure memberships in METRANS Associates Program;
- Coordinate CITT and METRANS programs and activities;
- Develop and oversee tech transfer activities such as conferences, workshops and seminars;
- Oversee writing and editing of center newsletters;
- Manage the social media outreach programs of both CITT and METRANS including podcasts;
- Convene and chair the monthly meeting of the CITT Policy and Steering Committee, establish sub-committees and document key decisions;
- Oversee the efforts of CPaCE marketing, communications and advance media efforts in support of CITT programs;
- Develop and implement an outreach plan for CITT including press and promotional materials;
-

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 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 in order 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, 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 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.

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

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

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 STATUS

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:

Disabled Veteran

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.

Active Duty Wartime or Campaign Badge Veteran

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

Armed Forces Service Medal Veteran

Veteran who, while on active duty, participated in a military operation for which an Armed Forces Service T^âæ]Á, æ•Áæ, æ!â^âÁ] ~!•æ} çÁc [ÁÖç^&ÉÁU!â^!ÁB [ÉÁFGJ] Ì É

Recently Separated Veteran

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

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

CSULB Research Foundation, Human Resources

- **By Mail/Delivery:** ÎHEÉÁÛcæc^ÁW} äç^!•âc^ÁÖ!äç^ÉÁÛ ~âc^ÁHHGÉÁŠ [] *ÁÓ^æ&@ÉÁÖÇÉJ€ÌFÍLÁ
- **By Confidential HR Fax:** ÁÇÍ ÎGDÁJ Ì ÍÉF ÎG ÎLÁ
- **By E-mail:** ÁØPÖËPÛÜÇÿÛÜŠŠ ÖÖÛWSÓÉÖÖWÁÇ] ~ çÁR [àÁÁá } Ác@^ÁÛ ~ àb^&cÁ]á } ^D