WORKING TITLE	Executive Director	
PAYROLL CLASSIFICATION	Project Director III (E1113)	
DEPARTMENT	Collee 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

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Center leadership: Responsible for supervising the daily operations of the Center. Directs and manages CITT and its steering committee of industry, community, and government stakeholders, faculty and public agencies in accordance with CITT by-laws and the Center's mission. Identifies and secures funding sources for the Center's initiatives and establishes working relationships with local, state and federal transportation agencies.
- Program development and delivery: Provides leadership in strategic planning and oversight of CPACE trade and transportation related programs with the goal of maximizing their image, reputation, and revenue-generating potential. These programs include credit and non-credit, open enrollment certificate programs and courses, contract training and other special programs. Secures funding for specialized contract training programs and works with external agencies to identify training needs and funding sources. Develops and modifies curricula as needed. Facilitates internship and job placements for students.
- Research: Conducts trade and transportation related research, identifies funding opportunities, prepares grant applications, manages contract compliance, oversees student and staff participation in research-related efforts. Works with CSULB faculty and engages them in goods movement and trade- related research.
- 10% Outreach: Serves as board m@wndowna.f690%keyr.4s(io)ciat(en):51ge3.8n(b):672.2y(is-92.8c(in)):62(i)9.8(ii)):22.5(-(2)963(ri)-8.2 (si)):8ir(y)5.49.6ii)(e)

- 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: <u>FND-HR@CSULB.EDU</u> (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 statues, 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

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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 identif as one or more of the classi, cations of Protected Veteran listed below.

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

Veteran who served on active dut[^] during a war or a campaign or expedition for which a campaign badge has been authorized. List of eligible campaigns can be found at http://www.opm.gov/sta_ngportal/vgmed-al2.asp.

Armed Forces Service Medal Veteran

Veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was awarded pursuant to Exec. Order No. 12985.

Recently Separated Veteran

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

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- By Confdential HR Fax: (562) 985-1726;
- By E-mail: FND-HRPAYROLL@CSULB.EDU (put Job# in the Subject line)