WORKING TITLE	Internship Program Assistant		
PAYROLL CLASSIFICATION	Administrative Support Assistant II (N2202)		
DEPARTMENT	College Corps at the Beach, Partnerships for Research and Education in Materials (PREM)		
STATUS	Fulltime, Benefitted, Non-Exempt, Hourly		
POSTING DATE	October 29, 2024		
POSITION NUMBER	2685		

# **OVERVIEW**

The Internship Program Assistant provides administrative support to two programs (1) the Californians for All College Corps program and (2) the Partnerships for Research and Education in Materials (PREM) pro51.3 (a6)-23.9 Crr

## **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 (includin

# 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 are included only because of government regulations. As an Equal Opportunity Employer, the Company does not use this information in its emplo^ment decisions, so whether or not ^ou return this form has no e ect on ^our application. To the extent we are a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, we compl^ with requirements to take a rmative action regarding the emplo^ment of, and advancement in emplo^ment of, quali, ed Protected Veterans (disabled veterans, active dut^ wartime or campaign badge veterans, Armed Forces service medal veterans, and recently separated veterans). If you come within any of those categories, and would like to be included in our a rmative action program, ^ou ma^ tell us now or at an^ time in the future. We also invite ^ou to tell us now, or at an^ time in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential

#### **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<sup>^</sup> during a war or a campaign or expedition for which a campaign badge has been authorized. List of eligible campaigns can be found at <a href="http://www.opm.gov/sta\_ngportal/vgmed-al2.asp">http://www.opm.gov/sta\_ngportal/vgmed-al2.asp</a>.

#### **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.

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

### **CSULB Research Foundation, Human Resources**

- By Mail/Delivery: 6300 State Universit Drive, Suite 332, Long Beach, CA 90815;
- By Confdential HR Fax: (562) 985-1726;
- By E-mail: FND-HRPAYROLL@CSULB.EDU (put Job# in the Subject line)