

WORKING TITLE	Project Director
PAYROLL CLASSIFICATION	Project Director I (E1111)
DEPARTMENT	McNair Postbaccalaureate Achievement Program
STATUS	Fulltime, Benefitted, Exempt/Salaried
POSTING DATE	October 22, 2024
POSITION NUMBER	2682

OVERVIEW

The McNair Postbaccalaureate Achievement Program is designed to provide low-income, first-generation students and underrepresented students in graduate education with effective preparation for doctoral study. The broad objective of the program is to increase graduate degree attainment of students from segments of society that are underrepresented.

Innovative, authentic and inspiring applicants are sought to apply for the CSULB McNair Postbaccalaureate Achievement Program (McNair) Director position, a 100% United States Department of Education grant funded TRiO program. The Project Director will report to the Executive Director of TRiO and Migrant Programs in the Division of Student Affairs, and will be responsible for the overall administration, management, design, supervision, and evaluation of the TRiO McNair program.

Applicants must show a commitment to equity, and closing opportunity gaps, especially as it relates to working closely with campus administrators, faculty, and staff to develop a pool of students that will pursue graduate education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to:

- Ensure the program complies with the U.S. Dept. of Education TRiO regulations, administrative policies, and legislation governing the McNair program;
- Ensure all program objectives are met;
- Lead the preparation and submission of Annual Performance Reports to the U.S. Department of Education, CSULB, CSULB Research Foundation, and any other entities which may require them;
- Adhere to CSULB, CSULB Research Foundation, and Office of Research and Economic Development (ORED) policies and procedures;
- Develop, implement, and monitor administrative policies, procedures, services, and standards for the program;
- Develop and administer an annual budget of approximately \$235,000, approve expenditures, monitor line items and reconcile with ORED and federal offices;

- Recruit, hire, train, supervise and evaluate all employees, all staff and faculty mentor positions;
- Supervise the identification and selection process for participants and the academic needs of participants to determine eligibility for the program;
- Direct the planning, designing, and implementing of student development workshops, activities and cultural programming;
- Direct the program's academic year and summer research internship program experiences;
- Advise students on graduate school applications, preparation activities, and research experiences;
- Oversee participant assessment, monitoring/implementation of services and activities;
- Document and review the effectiveness of the program and its services;
- Serve as McNair liaison to all campus units and departments offering services utilized by McNair students;
- Inform academic, administrative and other service units at CSULB of McNair objectives, services and procedures;
- Participate in University committees, in community and professional programs and activities furthering the interests of program participants;
- Build partnerships with all McNair partners including Academic Affairs and Student Affairs departments, as well as doctoral (PhD) programs at other institutions and to create pathways for McNair Scholars;
- Implement development of proposals for funding;
- Travel to represent programs at federal grantee meetings and attend conferences for professional development;
- Other duties as assigned. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

EDUCATION, SKILLS, AND ABILITIES

- Doctorate degree in education, student personnel, counseling or other related area highly preferred; Master's degree required.
- Minimum five (5) years of full-time professional postsecondary education experience;
- Two (2) years managing a federal grant or similar program for disadvantaged students required, TRIO experience highly preferred;
- Supervisory experience required;
- Budget development and monitoring required;
- Experience designing, implementing, and evaluating education program services and activities required;
- Minimum three (3) years of college level advising or teaching experience required;
- Experience working with a program that prepares students for graduate work is highly preferred; including detailed knowledge and understanding of graduate school admissions structures;
- Demonstrate experience to support the needs of first-generation and low-income students; understanding of cross-culture values regarding education, and the ability to establish rapport with target population;
- Personal experience overcoming barriers similar to those of the students served by the project highly preferred;
- Demonstrated strong commitment to the goals and objectives of the program and to the mission of McNair;
- Must be self-directed, organized, and have the ability to work within a complex university and team setting;
- Must have the ability to use initiative and resourcefulness in planning, implementing, and evaluating program work assignments;
- Ability to work collaboratively with individuals at various levels of responsibility in a college setting, especially faculty and administrators, is required;
- Must have the ability to work a flexible schedule regarding evenings and weekends;
- Excellent oral and written communication skills;

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

Must be able to accept constructive criticism, prioritize workload, be professional and dependable, interact positively with others and possess a friendly and outgoing personality. 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: \$3,291.67 - \$3,708.34 per pay period (24 pay periods annually)

FILING DEADLINE: Open Until Filled

NOTE: In order 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 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

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- By Confidential HR Fax: 562. 985.1726
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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 are included only because of government regulations. As an Equal Opportunity Employer, the Company does not use this information in its employment decisions, so whether or not you return this form has no effect on your 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 comply with requirements to take affirmative action regarding the employment of, and advancement in employment of, qualified Protected Veterans (disabled veterans, active duty 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 affirmative action program, you may tell us now or at any time in the future. We also invite you to tell us now, or at any time in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely. Submitting this information is **voluntary**. Providing it or declining to provide it will not affect your application or employment in any way. If you choose to submit the information, it will be kept confidential to the extent provided by law.

Name: _____

Date of application: _____

Position(s) applied for: _____

Gender: Male Female

Race/ethnic background (select one only):

- | | |
|--|---|
| Hispanic/Latino | Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. |
| White | Persons having origins in any of the original peoples of Europe, the Middle East or North Africa. |
| Black/African American | Persons having origins in any of the black racial groups of Africa. |
| Asian | Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. |
| Native Hawaiian/Other Pacific Islander | Persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| American Indian/Alaska Native | Persons having origins in any of the original peoples of North and South America, (including Central America), and who maintain tribal affiliation or community attachment. |
| Two or more Races | Non-Hispanic persons who identify with more than one of the following five races: (1) White, (2) Black, (3) Asian, (4) Native Hawaiian/Other Pacific Islander, (5) American Indian/Alaska Native. |

VETERAN STATUS

a. Status: Select one of the following

I identify as one or more of the classifications 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 duty 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/staffingportal/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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CSULB Research Foundation, Human Resources

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