

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 engages with industry, government, and other stakeholders in an effort to respond to the workforce needs of the international trade and transportation community through the development of innovative training and education programs validated by CITT's nationally respected research portfolio.

The Executive Director is responsible for managing CITT financial, compliance, and human resource (HR) activities, including those with the CPaCE Dean, the CSULB Research Foundation's Director of HR and Administrative Services, the CSULB Office of Research and Economic Development, and the METRANS Transportation Consortium. Responsibilities include coordinating grant proposals, awards, and amendments and coordinating with HR on new employees and reclassifications.

Executive Director duties include leading CITT efforts as part of the METRANS Transportation Consortium. These efforts include conducting research in trade and transportation-related matters, designing and delivering education and outreach programs across multiple platforms, coordination with partner institutions and grant administrators, and budgeting and reporting for the same.

The Executive Director is also responsible for administration and management of all other federal, state, and private foundation-supported Centers of Excellence that are part of the CITT programs. Executive Director duties may include travel both domestic and international, evening, and weekend hours.

CITT, based at CSULB, is home to four (4) research centers and the California Local Technical Assistance Program (LTAP), which collectively serve regional, national, and international industry and educational clients and partnerships.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

25% **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.

30% **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.

15% **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 member for key associations, advisory committees and other groups to enhance visibility of CITT, CPaCE and CSULB as a recognized university in the logistics, supply chain management and goods movement. Delivers keynote, industry expert speeches, and serves on panels at trade association events, conferences and workshops. Negotiates and forms partnerships with other institutions for joint program offerings. Writes contracts, proposals and licensing agreements to facilitate these partnerships.

10% **METRANS coordination:** Serves as Associate Director for the METRANS Transportation Center, coordinates with Director on METRANS program coordination and budgeting and research funding allocation and oversees coordination between, CPaCE and Research Foundation staff (including contracts and grant administrators) with the University of Southern California (USC).

5% **Budgeting:** Develops program budgets, as part of CPaCE's overall budget-building process. Oversees budget development process for all CITT initiatives and operational budgets for the Center.

10% **Other:**

- Provides leadership in developing innovative and effective marketing strategies which support the goal of maximizing CPaCE programs, their image, reputation, and revenue-generating potential.
- Staff supervision: Supervises, supports and evaluates effectiveness of CITT staff.
- Quality Assurance: Supervises and monitors measures to ensure CPaCE program image and reputation for quality.
- CPaCE-wide responsibility: Serves as one of the Dean's senior managers and participates in CPaCE-wide decision-making activities as requested.

Roles and Responsibilities:

- Assess viability of existing transportation programs and implement changes as appropriate;
- Review new course proposals and amend as necessary;
- Establish relationships with community and industry leaders and campus faculty regarding program development ideas;
- Coordinate CPaCE programming so as to avoid duplication and gaps in program offerings between CSULB Research Foundation and external funding agencies;
- Conduct research in trade and transportation and in workforce development and ensure research grant compliance;
- Maintain research databases;
- Develop curriculum for both credit and non-credit programs;
- Secure funding for specialized contract training programs;
- Identify, secure and manage scholarships and endowments;

- 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;
- Work with various industry segments to identify goods movement training needs. This includes not only modal segments like trucking, rail and air freight but also technology providers, commercial and industrial real estate interests and state and local government planners and policy makers among others;
- Interface with campus support services and academic units;
- Supervise CITT and METRANS staff, evaluate their effectiveness determine assignments and effective use of staff resources, and assist in problems-solving;
- Identify staffing needs for current and future grant related projects;
- Develop CITT budget and monitor to ensure that projects are cost-effective and fiscally sound;
- Supervise and monitor existing program and instructional quality assurance measures, recommend and implement additional continuous improvement measures;
- Participate in Dean's staff meetings, retreats and other decision-making strategic planning activities;
- Prepare CITT and METRANS Annual Reports and other reports as needed;
- Represent CPaCE leadership on various university and community committees;
- Provide input to the Dean and Associate Dean on policy issues related to CPaCE programs;
- Draft policies and procedures as requested;
- Ensure that all CITT work products meet the highest standards of quality, compliance, and integrity through daily operational oversight, research direction, budgetary supervision related to all Center grant projects and discretionary accounts;
- Serve as Primary Investigator (PI) for a portfolio of sponsored research that addresses rural and urban transportation, tribal mobility issues, international trade, transformational technology, digital test beds, automation, data science, and a range of workforce development issues;
- Provide financial oversight for CITT by conducting evaluations of all active grant projects and Center discretionary accounts to ensure compliance and financial accountability;
- Facilitate weekly meetings with all project managers; daily check-ins with all student workers; and forecasting and tracking employee hours and expenditures;
- Direct post-award grant administration efforts to ensure the highest standards of research compliance, financial compliance, project reporting, and project close outs;
- Serve as Tribal Liaison for the California Local Technical Assistance Program;
- Participate on industry boards and with campus and governmental partners;
- Identify opportunities for the development of research and project partnerships with other academic institutions, the private sector, and public agencies;
- Represent CITT and CPaCE as a member of the CSULB University Research Advisory Committee;
Coordinate quarterly and annual reporting requirements for center activities, including research grants;
- Support the design and implementation of METRANS sponsored events, such as workshops, summits, and conferences;
- 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

- A Doctoral degree with fluency in qualitative and quantitative research methods is required.
- Strong record of refereed and commercial publications on trade and transportation-related topics.

- A minimum of ten (10) years of experience in multimodal transportation research with an emphasis on global trade and workforce development.
- Proven track record as a Principal Investigator, grant writer, research project manager, and supervisor of research associates, including undergraduate and graduate students.
- Record of accomplishment as a public speaker and executive committee member.
- Demonstrated multimedia expertise in web development, podcasting, and other audio/visual platforms.
- Experience working in a self-support environment, preferably in higher education; initiative and entrepreneurial/revenue generating experience.
- Deep understanding of proposal development and grant management practices with state and federal agencies.
- Demonstrated experience in teaching, curriculum development, and managing student research activity for undergraduate and graduate students.
- Experience in writing for diverse audiences including both academic and non-academic communities.
- Experience in outreach, technology transfer, and creative/innovative curriculum planning and delivery.
- Ability to perform labor market analysis and market demand assessments to inform the development of future research and curricular development.
- Understanding of parliamentary procedures.
- CITI Social and Behavioral research certification and extensive experience working with Institutional Review Board (IRB) standards required.
- Excellent oral and written communication skills.
- Organizational and decision-making skills to manage complex and diversified program areas.
- Supervisory experience.
- Understanding of Parliamentary procedures.
- Understanding of University policies, procedures, and guidelines including but not limited to safety, civility, information security and nondiscrimination policies and procedures.

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: \$5,893.34 - \$6,760 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

- By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- 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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