CALIFORNIA STATE UNIVERSITY
LONG BEACH
RESEARCH FOUNDATION

EMPLOYMENT OPPORTUNITY

WORKING TITLE	Research Associate
PAYROLL CLASSIFICATION	Research Associate I (non-Lab) (N3321)
DEPARTMENT	College of Professional and Continuing Education (CPaCE) and Center for International Trade and Transportation (CITT)
STATUS	Fulltime, Benefitted, Non-Exempt, Hourly
POSTING DATE	October 24, 2024
POSITION NUMBER	2684

OVERVIEW

The Center for International Trade and Transportation (CITT) at California State University, Long Beach (CSULB), is seeking a Research Associate. The individual will report to the CITT Executive Director and will conduct research focusing on international trade, multimodal transportation, logistics, mobility studies, and workforce development. The Research Associate will work with academic partners, translating research results into a format that is accessible for a broad non-technical audience; presenting research results at academic conferences and contributing to communicating project outcomes to industry and interested public; writing, editing, and publishing white papers and articles; conducting scholarly research on various topics including workforce development and transportation issues; and developing course modules to include curricular development and course delivery.

The Research Associate interacts with students and personnel at all levels from public and private organizations, and thus must demonstrate excellent customer service and organizational skills and a high level of administrative and technical expertise to independently and efficiently coordinate day-to-day operations, projects, and priorities.

CITT, based at California State University, Long Beach, 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 DUTIES AND RESPONSIBILITIES

The Research Associate is expected to perform a variety of duties that involve administration and management of contracts in CPaCE. They will work in collaboration with leaders and staff in CPaCE as well as campus partners, including administrators, faculty, and staff. Primary duties include, but are not limited to:

- Conduct research focusing on international trade, multimodal transportation, logistics, mobility studies, and workforce development;
- Work with academic partners translating research results into a format that is accessible for a broad non-technical audience;
- Present research results at academic conferences;

- Contribute to communicating project outcomes to industry and interested public;
- Write, edit, and publish white papers and articles;
- Conduct scholarly research on various topics including workforce development and transportation issues;
- Support the development of curricula and related course modules;
- Compile information and metrics for reports required by university, funding, and government partners;
- Perform utility functions for CITT and other CPaCE departments, as needed.
- 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

- Bachelor's degree in political science, economics, supply chain and logistics, business or a related field;
- Strong communication and interpersonal skills;
- Demonstrated quantitative and qualitative research skills;
- Ability to manage multiple projects and priorities in a fast-paced environment;
- Knowledge of federal and state regulations related to grant and contract administration;
- Experience conducting research and developing curriculum addressing international trade, multimodal transportation, logistics, mobility studies and workforce development issues;
- Familiarity with Institutional Review Board (IRB) research best practices;
- Familiarity with University/Research Foundation policy and procedures;
- Ability to process multiple tasks through effective planning and organization of workload;
- Effective problem-solving skills;
- Ability to work and communicate with a diverse group of individuals and working styles; and
- Must demonstrate proficiency in Zotero and Microsoft Office programs including Teams, SharePoint, Outlook, Word, Excel, and PowerPoint.

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: $20.81 - $28.08 per hour

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 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

- 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 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.

Please 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-HRPAYROLL@CSULB.EDU (put Job# in the Subject line)