

California State University, Long Beach Research Foundation Employment Opportunities

Working Title:	Policy and Practice Dissemination Coordinator
Payroll Classification:	Research Associate IV
Department:	Center for Evaluation and Education Effectiveness (CEEE)
Status:	Full Time Benefited (Exempt)
Posting Date:	February 11, 2019
Position Number:	#2448

OVERVIEW:

The Center for Evaluation and Educational Effectiveness (CEEE) at California State University, Long Beach (CSULB) is leading a research project examining effective practices to support the success of first-generation/low-income students in STEM at Hispanic-Serving Institutions (HSIs) across 10 CSU campuses. Each campus received funding from the U.S. Department of Education under Title III for individual projects and join together to support this systemwide research project. This collaborative endeavor, which is funded by the 10 partner campuses, is yielding important lessons related to policy, practice, and research into the impact of these grant-funded programs. In recognition of the lessons emerging from this work, CEEE recently received supplemental funding from the U.S. Department of Education to focus on disseminating lessons from this project.

CEEE is looking for a Dissemination Coordinator to lead the work of this supplemental award. The position, which reports to the CEEE Director, includes collaborating with CSU partner campuses, CEEE staff leading the research project, and others (including representatives of the U.S. Department of Education) to disseminate emerging policy, practice, and methodological lessons from the project. Dissemination will take place through hosting an annual CSU HSI-STEM Summit conference, webinars, preparing video modules, and publishing policy/practice briefs. The coordinator will also play a lead role in helping CSU partner campuses map their project initiatives to the CSU's Graduation Initiative 2025 (*GI 2025*). The position requires leadership experience in communicating research-based policy and practice recommendations, and effective speaking, writing, and presentation skills.

ESSENTIAL JOB FUNCTIONS:

- Lead efforts, in collaboration with CEEE staff and CSU campus partners, to identify and disseminate key policy, practice, and methodological lessons from the CSU systemwide research project related to HSI-STEM efforts.
 - Plan and coordinate 3 national webinars per year regarding specific policy, practice, and/or methodological lessons from the systemwide project.
 - Plan and coordinate the development of video modules on specific topics that can be disseminated to grantees by the U.S. Department of Education.
 - Lead the development and dissemination of written materials (e.g., briefs, infographics, PowerPoints) that convey lessons related to policy, practice, and/or methodology.
- Lead the planning and implementation of an annual CSU HSI-STEM Summit at which CSU partners and others focus on topics related to their projects and student success in the CSU.

- In collaboration with CEEE staff, build capacity and support the implementation and institutionalization efforts of the CSU partner campuses.
 - Oversee the linking of project components at each CSU partner campus to GI 2025 initiative elements.
 - Lead the development and dissemination of written materials (e.g., infographics, PowerPoints) that can be employed by CSU partner campuses to communicate the impact of their projects and support efforts at institutionalization.
- Develop/oversee the development of a website to serve as a forum for disseminating project-related materials.
- Serve as the main point of contact, in consultation with CEEE Director, regarding dissemination efforts with staff from the U.S. Department of Education. Work collaboratively with these staff to publicize webinars and modules, as well as disseminate written materials (e.g., policy briefs).
- Collaborate with Academic Technology Services (ATS) at CSU Long Beach to produce video modules and deliver national webinars.
- Coordinate and collaborative with CEEE staff (e.g., director, analysis, project directors) to ensure effective implementation of dissemination efforts.
- Ensure timely and high-quality completion of all tasks.
- Supervise the work of the research and graduate assistants assigned to the project. Provide training as needed.

EDUCATION, SKILLS AND ABILITIES:

- Master's degree in education, program evaluation, public health, sociology, psychology, or a related field.
- 3 or more years of experience with program/project management and leadership.
- 1-3 years of experience with mixed-methods research and/or program evaluation.
- Project management skills, including the ability to articulate and manage complex, multi-layered research and/or evaluation with multiple project timelines and tasks.
- Experience leading as well as coordinating with the work of others on complex, multi-component projects.
- Experience planning and organizing large (50+ people), multi-day meetings.
- Proven ability and experience to move from research findings to broader policy, practice, and/or methodological implications and recommendations that can inform a wide audience.
- Track record of using research and data to inform/advance policy or practice objectives.
- Strong technical writing, presentation, and interpersonal skills.
- Familiarity with California postsecondary education policy landscape.
- Strong organizational and time management skills.
- Ability to work independently and follow through on assignments with minimal direction.
- Discretion necessary to handle confidential matters.
- Ability to accept feedback, prioritize workload, be professional, and interact collaboratively and positively with others.

PREFERRED QUALIFICATIONS

- Doctorate or post-Master's coursework in education, program evaluation, public health, sociology, psychology, or a related field.
- More than 3 years of experience with program/project management and leadership.
- Experience leading and/or working on projects with multiple stakeholders (e.g., campuses) and responding proactively to varied needs and interests.
- Previous professional experience working in or with postsecondary education student success programs, school districts, or other education services with the goal of advancing educational equity.
- Experience supervising/overseeing the work of others (e.g., research assistant, graduate assistants).
- Familiarity with national postsecondary education policy landscape, ideally including STEM student success programs for first-generation/low-income students.
- Experience designing/delivering webinars and/or video modules to promote learning and dissemination.
- Experience with data visualization and preparation of infographics.
- Experience working with diverse and underrepresented communities in the U.S.

Must be able to accept constructive criticism, prioritize workload, be professional, interact positively with others and possess a friendly and outgoing personality. Regular attendance required

This position is employed through the CSULB Research Foundation. Employment is at-will. This position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon continual renewal of grant monies and availability of funds.

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 any candidate 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 individuals and/or continued employment of a current CSULB Research Foundation employees who has applied for a new position.

SALARY: \$2876.47 - \$3531.67 per pay period (24 pays per year) (Exempt)

FILING DEADLINE: Open Until Filled

SUPPLEMENTAL APPLICANT REQUIREMENT:

In addition to the cover letter, resume and completed Employment Application requested below in the Applicant Procedure section, this project requires a writing sample. This writing sample would preferably be a policy publication or report, policy brief, evaluation or research report on which you were lead author. This must be included at the time you apply.

APPLICANT PROCEDURE:

Interested individuals should forward their cover letter, resume and completed employment application referencing position to CSULB Research Foundation, 6300 State University Drive, Ste. 332, Long Beach, CA 90815 or visit our web site at www.foundation.csulb.edu for [e-mail instructions](#). A separate application is necessary for each job opportunity posting. 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 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 **Affirmative Action Information Form** below.

Submit with resume/application to CSULB Research Foundation HR.

AFFIRMATIVE ACTION INFORMATION FORM

To the extent we are subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 or section 503 of the Rehabilitation Act of 1973, we comply with requirements to take affirmative action regarding qualified individuals with a disability, special disabled veterans, and veterans of the Vietnam era or other covered 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 employment in any way. The information will be used only in ways consistent with the law. It will be kept confidential, except that it may be used to determine necessary accommodations and to inform first aid/safety personnel or government officials enforcing applicable laws.

1. Name:
2. You may check any items applicable to you:

Disabled - Anyone having any physical or mental impairment, which substantially limit one or more major life activities.

Special Disabled Veteran - Veteran entitled to VA-administered disability compensation, or discharged from active duty because of a service-connected disability, for a disability rated at 30% or more, or rated at 10-20% where the VA has determined the veteran to have a serious employment handicap.

Vietnam Era Veteran - Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases.

Other Protected Veteran - Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases.

Other Protected Veteran - Veteran who served on active duty during a war or in a campaign for which a campaign badge has been authorized. List of eligible campaigns can be found at www.opm.gov/veterans/html/vgmedal2.htm. Also, 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.

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

If you checked Disabled or Special Disabled Veteran, you may identify any reasonable accommodations we could make that would better enable you to perform the essential functions of the job properly and safely.

Signature: _____

Date: _____