California State University, Long Beach Research Foundation
Position Description

Working Title: Project Manager: Communications & Reporting
Payroll Classification: Administrative Support Assistant II
Department: Center for International Trade and Transportation
Status: Full Time w/Benefits (Non Exempt)
Posting Date: December 20, 2019
Position Number: 2491

ESSENTIAL JOB FUNCTIONS:
The Center for International Trade and Transportation (CITT) at California State University, Long Beach (CSULB), is seeking a Project Manager, Communication and Reporting. The individual’s main responsibilities are supporting the CITT Executive Director in a variety of marketing and community outreach activities including website management, social media, and event-related activities as well as a variety of grant-related projects. The individual will report to the CITT Director of Research and Workforce Development, and will work with the CITT and METRANS team to update and manage content for METRANS websites and the CITT portion of the College of Professional and International Education (CPIE) website. The individual will act as the main point of contact for METRANS and CITT staff for all website updates and upgrades and will also self-identify, prioritize, and implement website corrections as well as new page designs or design upgrades. The individual will act as the liaison with the METRANS website management company. The Project Manager, Communication and Reporting, will serve as the organizational point person for external communications to promote and market CITT and METRANS events and initiatives. The individual will also document CITT and METRANS deliverables and metrics for internal reports to satisfy compliance with grants and contracts. This position requires strong attention to detail, excellent oral and written communication skills, effective interpersonal skills, and the ability to meet deadlines on a daily and weekly basis.

REQUIRED EDUCATION, SKILLS AND ABILITIES:

• Bachelor of Arts/Science degree required.
• Demonstrated proficiency in website management with a minimum of 2 years of experience in a dynamic environment.
• Excellent communication skills, both oral and written, and the ability to initiate and respond to correspondence as needed.
• Familiarity with University policies and procedures.
• Ability to process multiple tasks through effective planning, organization and prioritization of workload.
• Effective skills in problem solving.
• Ability to work and communicate with a diverse group of individuals and working styles.
• Must demonstrate proficiency in Microsoft Office programs including Outlook, Word, Excel, and PowerPoint.

All candidates applying to this position must submit a cover letter, three professional references, and a writing sample along with their CV in order to move forward in the process.

Must be able to accept constructive criticism, prioritize workload, be professional, and interact positively with others. Candidate should possess a friendly and outgoing personality. Regular punctual attendance required.
The incumbent is an employee-at-will and the position is restricted to the conditions set forth in the grant. Therefore, ongoing employment will be contingent upon continual renewal of grant monies and availability of funds.

**SALARY:** $20.00 (Non Exempt)

**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.

**POST OFFER BACKGROUND CHECK REQUIREMENT:**
A post offer live scan 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 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.

**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 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 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.

Name: ____________________________________________

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 May 7, 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 May 7, 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: _________________