California State University, Long Beach Research Foundation

Employment Opportunity

Working Title:   Dissemination Research Fellow
Payroll Classification:  Postdoctoral Fellow
Department:  NIH BUILD Initiative
Status:    Full Time, Benefited, Exempt
Posting Date:    February 18, 2019
Position Number:   2494

OVERVIEW:
CSULB was selected by the National Institute of Health (NIH) as one of ten institutions in the nation for the BUILD initiative (Building Infrastructure Leading to Diversity). The primary purpose of the BUILD programs is to improve training and education of underrepresented and underserved students with the goal of preparing them for doctoral studies and health-related research careers.

ESSENTIAL JOB FUNCTIONS:
Under the general supervision of the Principal Investigators, the Dissemination Research Fellow will support the dissemination efforts of BUILD program activities and interventions developed for student and faculty training. These dissemination activities include, but are not limited to:

- Coordinating and supporting the dissemination of BUILD student and faculty training interventions to other programs/offices at CSULB as well as community colleges and comprehensive universities that want to adopt and implement them
- Working with members of the NIH Diversity Program Consortium including the CSU BUILD Alliance to develop and implement joint dissemination plans
- Working with BUILD program data management team, the evaluation team, and the UCLA Coordination and Evaluation Center on ensuring well-coordinated and efficient program and evaluation data collection, management and reporting
- Conducting BUILD program and evaluation data analysis for conference presentations and scholarly publications
- Leading or supporting the preparation for conference presentations and scholar publications on BUILD program activities and interventions
- Attending relevant conferences such as Understanding Interventions to present posters or papers
- Supervising and training graduate assistants on data management, analysis and reporting
- Other duties/responsibilities as assigned.

EDUCATION, SKILLS AND ABILITIES:

- Doctoral degree in higher education, science education, or related disciplines with expertise in educational intervention research and/or culturally relevant pedagogy in higher education is preferred, but ABD with only dissertation defense remaining will be considered
- Must have expertise in survey and intervention research design; knowledge and experience with mixed methods research highly preferred
- Must have advanced skills in SPSS, including multivariate statistics, factor analysis and hierarchical linear modeling (HLM); Advanced use of other statistical packages such as R, SAS, or Stata desirable
• Must have excellent interpersonal skills and commitment to supporting undergraduate students in their educational endeavors
• Must have a strong commitment to diversifying the U.S. research workforce in biomedical and behavioral sciences
• Strong Must have a demonstrated ability to communicate and work effectively with a diverse group of students, faculty and staff
• Strong Must be able to communicate clearly both orally and in writing
• Ability to manage time and multiple projects/duties simultaneously, function well under pressure, work effectively under deadlines and develop work plans
• Must have excellent organizational skills, and interact positively with a diversity of individuals and work styles
• Must be able to organize and participate in BUILD-sponsored events/activities held within and outside of normal work hours

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 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 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.

SALARY: $2,708.33 - $2,916.33 per pay period (24 pays per year)

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 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: ______________
