

WORKING TITLE	Program Coordinator
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STATUS	Fulltime, Benefitted, Non-Exempt, Hourly
POSTING DATE	3/3/2025
POSITION NUMBER	2694

OVERVIEW

The Program Coordinator performs a variety of administrative duties involved in the planning, implementation, and coordination of education and training programs, activities, and special events under the general direction of the Center for International Trade & Transportation (CITT) Executive Director. Those duties support CITT operations and the California Local Technical Assistance Program (LTAP), which the center administers.

The Program Coordinator 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.

It is expected that support related to the California LTAP Center will constitute 50% of the Program Coordinator's time.

CITT, based at California State University, Long Beach, is home to four research centers and the California

- 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

- Minimum Bachelor's degree in business, management, communications or related disciplines.
- Minimum of five (5) years of experience in project coordination or management with an emphasis on database and customer relationship management. Experience in contract and vendor management and program evaluation preferred.
- Prior experience working in an education and/or transportation-related field is preferred.
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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, relatedlor, religion,