

Bulletin #180352; 11/06/19

## **ASSOCIATE DIRECTOR PAT BROWN INSTITUTE**

California State University, Los Angeles, invites applications for the above Administrator II position.

**The University:** California State University, Los Angeles, under the leadership of President, William A. Covino, is one of 23 campuses of the California State University system. Founded in 1947, the University is in the City of Los Angeles, adjacent to the San Gabriel Valley, and has more than 28,000 students who reflect the rich ethnic diversity of the area.

**The Position:** The Pat Brown Institutes (PBI) is dedicated to “unleashing the power of participation” with a focus on community based activities. While the Institute’s base is in Cal State LA’s service area, in the City and County of Los Angeles, its scope is also regional and statewide. The Institute operates five core programs and activities. It administers its signature civic education program known as Civic U; it conducts scientific surveys of the communities of LA County (the PBI-CSULA Poll); it, supports applied, community relevant research, conducts public events on critical public issues, hosts candidate debates, and operates youth engagement programs including Civic High. The Institute also collaborates with philanthropy and community organizations in the Southeast Los Angeles (SELA) Initiative and on other related projects. Under the direction of and in collaboration with the Executive Director of the Institute, the incumbent has managerial responsibility for the Institute’s day to day operation, and programmatic activities. The incumbent plays an important role in Institute fundraising and development, and provides leadership in public policy education and outreach to community groups and other Institute constituents.

**Required Qualifications and Experience:** Master’s degree in management, public administration, political science, or a related field. Experience with foundation corporate grants and government contracts. The incumbent must have demonstrated commitment to public policy, a proven track record of working with diverse public and private sectors, experience making public presentations, and grant activities in on or more areas of public policy. The incumbent must also have strong managerial, interpersonal and office skills. The incumbent must be comfortable and effective in a University environment and be reliable and effective in an office setting. The incumbent must have a demonstrated interest and ability to work in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**Desired Qualifications:** Experience in the use of information technology, including various databases and social media.

**Compensation:** Salary is commensurate with experience and qualifications. A comprehensive benefits package is provided.

**Appointment:** The Administrator II appointment will be made under the guidelines for management and supervisory employees of the California State University. All rights and benefits associated with this appointment are governed by the Management Personnel Plan.

This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

**Closing Date:** Review of applications will begin on November 20, 2019 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed online Cal State University, Los Angeles employment application is required. Resumes will not be accepted in lieu of a completed application.

To apply, please visit: <http://www.calstatela.edu/hrm/employment-opportunities>

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017, as a condition of employment.

In addition to meeting fully its obligations under federal and state law, California State University, Los Angeles is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual. To that end, all qualified individuals will receive equal consideration without regard to economic status, race, ethnicity, color, religion, disability, national origin or cultural background, political views, sex or sexual orientation, gender, or other personal characteristics or beliefs.

Candidates must demonstrate ability and/or interest in working in a multicultural / multiethnic environment. Certain positions require fingerprinting. The University actively encourages qualified minorities, women and persons with a disability to apply. Upon request, reasonable accommodation will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job functions when this does not cause an undue hardship. We are an Equal Opportunity/Title IX Employer.

To obtain employment information for the impaired call:

TDD Line (323) 343-3670

24-hour Dial-A-Job Line (323) 343-3678