

06/12/2019

Civic University Program Manager, UAS 1599
Pat Brown Institute for Public Affairs

Salary Range: \$50,000 - \$65,000/annually

Work Schedule: This is a full-time one-year appointment with opportunity for extension, subject to funding, non-exempt position. This position is eligible for benefits.

Organization Description: The Pat Brown Institute for Public Affairs at Cal State LA is a nonpartisan, presidentially chartered institute dedicated to the quest for social justice and equality of opportunity, enlightened civic engagement, and an enhanced quality of life for all Californians. Former California Governor Pat Brown brought the Institute to Cal State LA in 1987. Today, the Institute seeks to sustain the vision and legacy of Governor Brown by promoting civic and community engagement; helping to advance an inclusive public policy; connecting with and energizing the Next Generation; and serving as a thought leader on vital issues for the region and the state. Its current programs include: Southeast Los Angeles (SELA) Initiative, Civic U©, polling, candidate debates, and community-based research.

Essential Functions: Under the general direction of the Associate Director and Executive Director of Pat Brown Institute, the incumbent is responsible for: administering and developing the Institute's current and new Civic University (CU) curricula; planning and developing committees of faculty, staff, students, and external partners at regarding program services or content; administering the program's policies, goals, objectives, outcomes, outputs, best practices, and related evaluations; preparing programmatic reports and making recommendations regarding administrative implementation procedures, processes, and trends for review; managing the CU sessions and events; guiding and overseeing the CU's marketing including preparation and distribution of publications and reports; providing leadership guidance/training to assigned staff, student workers, volunteers, undergraduate and graduate students, outside consultants, and/or other program participants; preparing scope of work and related budget for CU programs; reviews and provides recommendations on program vendors and consultants; and monitoring expenditures and funding resources for program and project activities.

Requirements: Bachelor's degree from an accredited four-year college or university in one of the following: political science, public administration, social work, or related field. Three years of experience generally related to the duties and responsibilities of this position (years of education may be used to fulfill this requirement). The incumbent must have: experience with program development and management; computer skills; excellent organizational skills; and excellent written and oral communication skills. Incumbent must be a team player, be creative, enthusiastic, outgoing, reliable, and cooperative. Must have the ability to: take initiative and learn new skills and concepts; commute to assigned locations in the community as needed; work with potentially sensitive and confidential materials; and work well with coworkers, community representatives, and stakeholders. Incumbent must also demonstrate an interest or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Desired Qualifications: A Master's degree from an accredited college or university in one of the following: political science, public administration. Progress toward a doctoral degree. Extensive experience with in-depth analysis.

Knowledge of current and emerging trends in the position's professional arena. A proven track record as an excellent facilitator, authoritative and decisive yet open-minded and encouraging of new ideas and quieter but essential voice. Ability to establish, and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit. The successful incumbent will demonstrate a passion for community and civic engagement, teaching, strategic guidance for grassroots organization, innovative platforms for civic education, and an in-depth understanding of local government structure in Southern California.

Review of applications/resumes will begin June 19, 2019 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.

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