March 6, 2018

Civic University Analyst - UAS 1530
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 California State University, Los Angeles is dedicated to “enlightened civic engagement” with a focus on community-based activities. The Institute is one of the best-known and most highly respected public policy institutes in California. Its programs receive wide media coverage, and it is known for identifying and exploring some of the most critical issues of Southern California. The Institute sits just east of Los Angeles city hall, and its work spans the city, the county, and the state. Originally established as a free-standing organization dedicated to California government affairs in 1980, it arrived at Cal State LA in 1987. The Institute’s programs include its public policy education program, a PBI/Cal State LA poll, a youth leadership program, an applied research program, and its signature civic university program.

Program Description: The Civic University (CU) program is a civic education program giving participants the tools they need to understand local government and become advocates for their neighborhoods and interests. In 2014, the Institute along with Cal State LA and the office of Los Angeles Mayor Eric Garcetti started the Civic University – al State LA Certificated Program for the City of LA Neighborhood Councils. Today the CU has expanded to serve community –based organizations, high schools, municipal staff, boards and commissions, business leaders, and civic leaders. The position is ideal for individuals with an interest or experience in public administration and government.

Essential Functions:

70% - Civic University Program development/implementation:
- Plans, administers and develops the Institute’s current and new CU Curriculae.
- Participates in CU planning and development committees of faculty, staff, students, and external partners at information exchanges regarding program services or content.
- Administers the program’s operating, administrative policies, goal, objectives, outcomes, outputs, best practices, and related evaluations.
- Prepares programmatic reports for both programs and makes recommendations regarding administrative implementation procedures, processes, and trends for review. Implements approved modifications as requested.
- Serves as executive director’s key resource for the program as needed.

10% Logistics and Organization:
- Manages the CU sessions and events.
- Guides and oversees the CU’s marketing including preparation and distribution of publications and reports.
- Provides leadership, guidance, training to assigned staff, student workers, volunteers, undergraduate and graduate students, outside consultants, and/or other program participants.

15% Program Fiscal Management:
- Prepares scope of work and related budget for Civic U programs.
- Reviews and provides recommendations on program vendors and consultants.
- Monitors fund resources for program and project activities.

5% Perform other related duties as assigned.
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. A minimum of 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 is responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Desired Qualifications: The successful incumbent will demonstrate a passion for community and civic engagement, teaching, strategic guidance for grassroots organizations, innovative platforms for civic education, in-depth understanding of local government structure in Southern California.

- A Master’s degree in one of the following: political science, public administration
- A broad network of peers and other public policy and research colleagues;
- 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.
- Able to establish, and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- Progress toward a doctoral degree.

Review of applications will begin March 13, 2018 and will continue until the position is filled; however, the recruitment may close when an adequate number of qualified applications are received. A completed UAS employment application is required.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf

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.

Cal State LA University Auxiliary Services, Inc. is an equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state or local law.

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.