April 27, 2023

**CREST-CATSUS Program Coordinator, #1201**
Mechanical Engineering

**Salary Range:** $ 24.52 - $ 29.42 hourly

**Work Schedule:** This is a full-time position; Monday – Friday, 8:00 am to 5:00 pm; non-exempt position. This position is eligible for benefits. This is a temporary appointment expiring on or before August 31, 2023 with the possibility of renewal, contingent upon availability of funds (this center has been recently funded and will provide funds for this position until August 31, 2027).

Overview of Cal State LA and the Center for Advancement toward Sustainable Urban Systems (CATSUS):
Cal State LA is the premier comprehensive public university in the heart of Los Angeles and is dedicated to engagement, service, and the public good. Cal State LA is ranked number one in the United States for the upward mobility of its students. The University is a federally designated Hispanic-Serving Institution, Minority-Serving Institution, and Asian American and Native American Pacific Islander-Serving Institution. The Center for Advancement toward Sustainable Urban Systems (CATSUS) started its development on September 1, 2022, with the support of a National Science Foundation grant. The Center is part of NSF’s vision to fund Centers of Research Excellence in Science and Technology (CRESTS) that address issues critical to the advancement of technologies and the resolution of issues that affect the wellbeing of the nation and the world. The Center seeks to advance novel and transformative research focused on issues related to the generation, supply, consumption, protection and revitalization of energy and water systems within the framework of urban environments. Along with conducting research, the Center also aims at educating policymakers and the public about the value of environmentally sustainable energy, and water resource conservation strategies in urban areas, which will substantially mitigate urban contributions to greenhouse gas production and environmental water degradation, advancing the well-being of the planet and people, especially those located in the most vulnerable communities. In addition, the Center is committed to preparing students to excel in higher education and in careers related to STEM fields that will promote the goals and values of sustainable energy and water resources in urban systems.

**Position Overview:** Under the general supervision of the Principal Investigator (PI), the Program Coordinator will be in charge of coordinating the program operations and outreach activities, and will be responsible for financial coordination and reconciliation, analysis, and reporting of the Center’s budget, overseeing day-to-day operations, and supervising support staff. Responsibilities also include coordinating research-related, educational meetings and events, maintaining and tracking participant information, and reviewing, completing, and processing paperwork related to the functions of the grant. In partnership with the PI, the Program Coordinator will lead the process of preparing reports for the funding agency. In addition, in consultation with the PI, the Program Coordinator will make decisions on day-to-day operations, as well as on larger scale program goals, including developing, recommending, and evaluating proposed solutions. The Program Coordinator will build positive relationships within the CREST-CATSUS team, and will identify and lead outreach efforts with external parties as ambassador for the program to the outside world.

**Essential Functions:**
- Financial coordination, including reconciling, analyzing, and reporting budgetary data
- Supervision of program reporting staff and overseeing administrative operations. Full accountability of workflow and completion of work assigned to supporting staff
- Provide logistical support for organizing and coordinating conferences, meetings with various stakeholders, and a number of other events, including outreach activities
- Serve as the primary point of contact for NSF Program Directors and other CREST Centers. Manage and update the center website and develop outreach activities for the center. Describe the research taking place at the Center at a high level at various engagements
- Interpret and apply all University policies, infrastructure, procedures, NSF guidelines and Federal policies. Develop and implement policies for the program in collaboration with the PI.
- Make recommendations on strategic plan and visioning.
- Compile data, write, and present reports (such as the NSF Annual report)
- Commitment to the success of the Center, and to personal success and growth in the position
- Strong written and verbal communication skills
- Engagement facilitation skills in both small and large group settings
- Comfort working both independently and collaboratively
- Self-directed and self-motivated learning style
- Ability to think critically and eagerness to bring their own ideas and creative approach to developing and growing the Center
- Reliability and consistency in meeting deadlines and expectations
- Interest and receptivity to receiving feedback and providing constructive feedback to others
- Personal responsibility to the mission and values of Cal State LA and CREST CATSUS
- Commitment toward excellence and accuracy
- Other duties as assigned

Requirements:
- Undergraduate degree from an accredited college or University; Master’s degree preferred
- Superior analytical skills, budget management, strong computer skills, and knowledge of Excel
- Must be able to handle sensitive and confidential information in accordance to the Family Education Rights Privacy Act (FERPA) and ensure the enforcement of such rules
- Must be able to serve as the liaison between on-campus programs and off-campus entities
- Must be able to operate under limited supervision and work independently
- Previous STEM exposure or experience and a general knowledge of STEM fields, careers, and terminology is preferred

The incumbent must demonstrate an interest or ability in working 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 UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current UAS employees who apply for the position.

Review of applications/resumes will begin on May 3, 2023, and will continue until the position is filled; however, the position may close when an adequate number of qualified applications/resumes are received. A cover letter and resume are required.

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.

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.

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