Research Associate
(Management I)
Undergraduate Research Opportunities Center (UROC)

This is a full-time (40 hrs/week) benefited position, dependent upon continued grant funding.

The University Corporation at Monterey Bay (University Corporation) is a non-profit institution that is affiliated with California State University, Monterey Bay (CSUMB). The University Corporation, a non-profit 501(c)(3) public benefits corporation, is an auxiliary organization of CSUMB with a mission to further the educational purposes of the University. The University Corporation is an equal opportunity employer, and committed to building a pluralistic university by hiring personnel with competencies and experiences related to the regional and state population. The University Corporation is committed to a standard of excellence in the services it provides and in the quality of work it expects of its employees.

PROGRAM SUMMARY:
CSUMB is committed to develop programs to attract, retain, and graduate students from diverse backgrounds, and to equip these students with the skills they need for successful careers. To that end, CSUMB developed the Undergraduate Research Opportunities Center (UROC) to provide our students with rigorous and guided undergraduate research experiences. UROC is a cross-campus center that trains, supports, and engages students in undergraduate research (http://uroc.csumb.edu/). UROC students work on relevant and innovative research projects at CSUMB, and at regional, state, national, and international research institutions. Their work is guided by a research mentor, supported by UROC staff, and augmented by extensive training in research proposal writing, presentation skills, communication skills, professionalism, and graduate school preparedness. At the core of UROC’s curricular offerings is a four semester, two-unit graded series of undergraduate research seminars. This two-year research series prepares students for their undergraduate research experiences, develops their scholarly identity and acumen, and prepares them for graduate school and fellowship applications. Students also communicate their work to the academic community through conference presentations and peer-reviewed publications. Taken together, these experiences prepare our students for successful entry into graduate school and professional careers.

POSITION SUMMARY:
Under the general direction of the Center’s Associate Director, the UROC Research Associate is responsible for planning, organizing and administering several key UROC programs. These include the UROC Researcher program and the UROC Certificate program, as well as co-administering the UROC Scholars and Research Rookies programs, the Community College Apprentice Research Program, and the LSAMP Costa Rica summer research expedition. In this capacity the Research Associate is responsible for securing research placements for over 200 students each year. The Research Associate also serves as the campus co-coordinator of the CSUMB Louis Stokes Alliance for Minority Participation (LSAMP) program, and works closely with staff and students in the UROC McNair Scholars program. The Research Associate is responsible for designing and delivering program services across these platforms aligned to the specific needs of students, program partners, and research mentors. The Research Associate may also supervise up to 8 student assistants and UROC student ambassadors. The UROC Research Associate position requires a keen understanding of what students need to engage in undergraduate research at the highest level, including a deep knowledge of research opportunities across the Monterey Bay area, the state and the nation; a strong understanding of how to prepare students for research, graduate school and professional life; robust and inspiring teaching skills; an entrepreneurial spirit; and excellent grant writing and communication skills.
**ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:**

1. Develops, implements, and administers UROC programs designed to attract, support, and retain students from underrepresented populations (UROC Researcher, Certificate, Research Rookie, Community College Apprentice Research and LSAMP programs).
2. Serves as liaison with community colleges, regional research institutions, and other institutions of higher education.
3. Develops and maintains UROC’s undergraduate research partnerships with CSUMB faculty, and with regional, statewide, and national research programs.
4. Identifies undergraduate research placements, oversees student research experiences, and monitors student progress.
5. Supports the development of student research talks, posters, and publications.
6. Collaborates in the planning and development of on-campus student research events (two annual research scholarship and creative activity showcases; summer regional research symposium; undergraduate research week and others).
7. Makes presentations to student groups and maintains relationships with other campus offices (Office of Inclusive Excellence, Educational Opportunity Programs, Early Outreach and Support, and others).
8. Provides UROC mentor training and follow-up assistance to faculty, graduate students, and research partners.
9. May oversee the work of Americorps STEM Vista volunteers.
10. Collaborates with CSUMB faculty to offer program services to grant-funded student success programs (BD2K and others).
11. Publishes UROC’s undergraduate research and mentoring models in peer-reviewed journals and presents at professional conferences.
12. Participates in writing public and private funding proposals, particularly those related directly to student research support, to sustain and grow UROC.
13. Participates in UROC outreach and fundraising events.
15. Supervises UROC student ambassadors and student assistants.
16. Contribute to website design and review on an ongoing basis.

**OTHER FUNCTIONS:**

- Perform other duties as assigned by the Associate Director.
- Promote and maintain an atmosphere of excellent internal and external customer service.
- Develop and maintain an atmosphere of teamwork.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of higher education, graduate school preparation needs, and the research process.
- Deep understanding of the research environment.
- Ability to maintain effective working relationships with administration, faculty, students, and community partners.
- Superior communication and interpersonal skills utilizing tact, diplomacy, and patience.
- Demonstrated writing, critical assessment, and synthesis skills.
- Ability to present clear and concise information orally and in written reports, proposals, and publications.
- Teaching experience, particularly teaching university-level undergraduate students.
- Ability to think creatively and conceptually, and to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough, and creative solutions.
- Ability to manage complex projects, work independently as well as collaboratively, and complete tasks on time.
- Ability to work within a project management framework of deadlines and deliverables.
• Advanced computer literacy, including word-processing, statistical software, databases, website
development, and graphics.
• Knowledge and familiarity with Federal grant proposals, grant awards, and required documentation and
reporting.
• Demonstrated understanding of, and commitment to, the CSUMB Vision Statement and the core values of mutual respect, collaboration, multiculturalism and diversity, community service, and institutional excellence.
• Experience working with diverse and multicultural populations and the ability to guide students of diverse ethnic, cultural, and socioeconomic backgrounds to higher levels of scholarly development.

EDUCATION AND EXPERIENCE:
Ph.D. or equivalent AND two years of progressively responsible work in undergraduate research, teaching, student programming, or academic outreach. Additional education or experience in a related field that has demonstrated the acquisition and successful application of the required knowledge, skills, and abilities may be substituted for the required education and/or experience on a year-for-year basis.

SPECIALIZED SKILLS REQUIRED:
Demonstrated experience that clearly provides evidence of the knowledge and skills required to perform each essential duty satisfactorily. The requirements identified above are representative of the knowledge, skills and/or abilities required. Must have own transportation, valid driver’s license and insurance. Ability to complete web-based training in defensive driving. Must continue to meet the established driving standards as a condition of employment.

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 as a condition of employment.

NOTE: “A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the University Corporation. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current University Corporation employees who apply for the position.

DESIRABLE QUALIFICATIONS:
Ph.D. and management and/or supervisory experience preferred. Demonstrated understanding of and commitment to the CSUMB Vision Statement and the core values of mutual respect, collaboration and service, multiculturalism and diversity, community service, and institutional excellence. Experience working with a diverse and multicultural population.

SALARY AND BENEFITS:
The monthly salary range for this position $5,833 - $6,250 per month. This is an Exempt position and as such is not eligible for the overtime provisions of the Fair Labor Standards Act. Benefits include medical, dental, vision and life insurance benefits, contributory retirement plan, TSA (403b), 13 paid holidays per year and other benefits. University Corporation positions are “at-will” employment.

Please note: University Corporation employment is separate and distinct from CSU Monterey Bay or State of California employment. University Corporation employees are not employees of either CSUMB or of the state of California.

PHYSICAL WORK ENVIRONMENT:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with
disabilities to perform the essential functions.

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop bend, kneel crouch, reach, and twist; to lift, carry push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

APPLICATION PROCEDURE:
Please complete the required on-line Corporation application at https://csumb.peopleadmin.com. A completed on-line Corporation application must be received in the Human Resources Office by the priority screening date to be guaranteed a review. Applications received after the initial screen date will be reviewed at the discretion of the Corporation.