Administrative Support Assistant I, UAS 1493
Pat Brown Institute

Salary Range: $12.21 - $19.82/hourly

Work Schedule. This is a part-time position: hours to be arranged; non-exempt position. This position is not eligible for benefits.

Essential Functions: Under the direction of the Associate Director of the Pat Brown Institute, the incumbent is responsible for providing varying levels of general office, records management appointment coordination, assist with record keeping, data gathering.

Duties:

40% - Project Coordination- Under the general direction of the Associate Director, the incumbent will assist with the planning and implementation of programs and services of the Institute.

55%- Clerical, scheduling, arranging- Duties include but are not limited to: typing, copying, completing and routing forms, organizing files, scheduling appointments, sending emails, answering office phone, taking messages, answering non-routine correspondence, assisting with financial record keeping and payroll, coordinating meetings and conference, obtaining supplies, coordinating direct mailings, working on special projects, and performing other similar administrative duties. Incumbent will interact with a diverse group of external parties, including callers, visitors, elected officials, agency executives and managers, program partners, as well as internal contacts at all levels of the organization. The incumbent will assist the Institute with its coordination of meetings and activities involving critic leaders, and representatives of public agencies and institutions.

Requirements: The incumbent must have two years of experience in general administration. The incumbent must be a team player; have computer skills; and excellent organizational skills, written and oral communications skills. The incumbent must be creative, enthusiastic, outgoing, reliable, and cooperative; able to take initiative and learn new skills and concepts; able to commute to assigned locations in the community as needed; able to work with potentially sensitive and confidential materials; and able to work well with coworkers, community representatives, and stakeholders. The incumbent must also demonstrate an interest and or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent is responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Desired Qualifications: A current University student at the junior of senior level. Bachelor’s degree in one of the following: political science, public administration, social work, or related field.
Review of applications/resumes will begin February 14, 2017 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.

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