7/6/2017

Administrative Support Assistant I, UAS 1510
Smart Start

Salary Range: $2,184 - $2,863/monthly

Work Schedule. This is a full-time position: Monday – Friday 8:00 a.m. – 5:00 p.m.; non-exempt position. This position is eligible for benefits.

Essential Functions: Under the immediate supervision of the Supplemental Instruction (SI) and Smart Start Coordinators, the incumbent performs general office clerical work to assist and support the Coordinators in the implementing the multiple duties and service relating to the Rio Hondo Grant and Supplemental Instruction program.

Duties:

50% - Assists the SI Coordinator and Smart Start Coordinator with all aspects of the Rio Hondo Grants Supplemental Instruction (SI) program. Appropriate students will be identified for participation in the SI sessions, as well as courses at Rio Hondo.

20% - Interacts with various campus areas, such as the Math department in developing and implementing SI sessions. The SI program will expand to benefit more students needing SI support.

20% - Assists the SI Coordinator in identifying the student populations for SI placement. The incumbent will conduct high level of communication, both via telephone and in person, with current students, parents, Rio Hondo staff, and Cal State LA faculty and staff.

10% - Other duties assigned.

Requirements: The incumbent must have one year of general experience. The incumbent must be familiar with basic exploratory coding of qualitative data. All employees who work with confidential information (CINs, addresses, and grades) must complete the Family Education Rights and Privacy Act (F.E.R.P.A) training. The incumbent must have knowledge of Microsoft Office Suite (MS-Word, Excel, etc.). The incumbent must be detailed oriented, possess good communication skills and work well under pressure in a fast paced environment; strong organizational skills. The incumbent must have the ability to work both independently and collaboratively on a team; conducts basic descriptive statistical analyses; 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: Bachelor’s degree from an accredited four year institution. Knowledge of the Rio Hondo Partnership Grant, and SI requirements, program policies and procedures, and student
participation; of campus EO 665, and Early Start policies; and campus policies and procedures; GET, Excel. The ability to work with campus personnel.

Review of applications/resumes will begin July 13, 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