September 16, 2019

CREST-CEaS Coordinator, UAS 1639
Mechanical Engineering

**Salary Range:** $18.00-$22.00/hourly

**Work Schedule:** This is a part-time position; Monday – Friday, schedule of hours to be determined; non-exempt position. This position is not eligible for benefits. This is a temporary appointment expiring on or before March 31, 2021 with the possibility of renewal, contingent upon availability of funds.

**Position Overview:** Under the general supervision of the Principal Investigator (PI), the incumbent will be responsible for managing the budget, maintaining and tracking participant information, coordinate various meetings and events, complete and process paperwork related to the functions of the grant, including but not limited to: travel approval forms and claims, vendor information, purchase orders, reimbursements, check requisitions, and employment transaction reports. The incumbent will assist the PI in assembling reports to the funding agency. The incumbent will develop, recommend, and evaluate operational and procedural issues. Incumbent will build positive relations within the CREST-CEaS team and with external parties.

**Essential Functions:**
- Forms and financial tracking.
- Meeting and event planning.
- Assist with reporting to federal agency.
- Analyze operational and procedural issues and institute solutions.
- Build internal and external relations.
- Other duties as assigned.

**Requirements:** Incumbent must have three years of office experience and managing budgets. The incumbent must have knowledge of Microsoft Office, excellent organizational skills, and be able to work independently. The incumbent must have a good work ethic and practice of professional etiquette. 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 FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Review of applications/resumes will begin September 19, 2019 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.

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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