June 18, 2019

CREST Student Assistant- 2 Positions, UAS 1606
CREST-Center for Energy and Sustainability

Salary Range: $15.00/hourly

Work Schedule: This is a student, part-time position; 20 hours per week; non-exempt position. This position is not eligible for benefits. This is a temporary appointment expiring on or before August 31, 2019, with the possibility of renewal, contingent upon the availability of funds.

Position Overview: Under the direct supervision of the Director of the CREST Center for Energy and Sustainability (CEaS), the incumbent will perform various clerical support for the CREST-CEaS Department.

Essential functions: The incumbent will be responsible for the day-to-day clerical support of the CREST-CEaS Department. Duties include but are not limited to:

- Serve as the office receptionist by answering phones, fax and e-mail distribution
- Create graphic designs
- Photocopying and filing various documents
- Assist the Program Coordinator, and CEaS Director, in filling out Coordination of Aid (COA) forms, travel Approval forms, travel expense claim forms, vendor information, reimbursements and check requisition forms
- Build positive relations within the CREST-CEaS team and with external parties
- Assist the program coordinator, the director and the faculty in the center when needed
- Fulfill other duties as assigned

Requirements: The incumbent must be a student currently attending Cal State L.A. A completed Student Employment Application is required along with proof of course schedule to determine enrollment status. The incumbent must have strong computer skills using Microsoft Office Suite, strong Excel and Adobe Suite knowledge is a plus, and pay attention to detail. The incumbent must have working knowledge of English grammar, spelling, punctuation and proofreading; some writing and editing skills. Ability to work independently with minimal supervision; ability to complete tasks without prompting. It is important that the CREST-CEaS assistant be invested in the program, as he/she is an ambassador for the program to the outside world. The incumbent must also demonstrate an interest 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 may be responsible for the fingerprinting processing fee.

Review of applications/resumes will begin June 21, 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. UAS is an Affirmative Action/Equal Opportunity Employer.
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

Student Employment Application:
http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./Employment/student_application.pdf