Pathway Programs Coordinator, UAS 1666
Pathways Program

Salary Range: $15.00 - $17.00/hourly

Work Schedule: This is a part-time position; up to 29 hours per week; 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 the availability of funds.

Position Overview and Essential Functions: Reporting to the Director and Assistant Director of the Pathway Programs Office, the Pathway Programs Coordinator will assist with coordinating office related activities such as research projects, presentations special events, staff meetings, and general office maintenance (i.e. processing Purchasing Orders (PO) for office supplies/ generating facilities work orders, recruitment of grant programs etc.). The program coordinator will also support the Director and Assistant Director with managing the office calendar, student staff, and mentorship of the GO East LA students attending the university. The coordinator will attend meetings in place of the Director and Assistant Director when needed as well as work official grant funded activities vital to the Pathway Programs Office.

Requirements: The incumbent must have a Bachelor’s Degree and at least one-year program experience. Must have the ability to support the coordination of multiple team projects simultaneously. Able to work in fast-paced environments, maintain focus, and completing tasks on time is vital. The incumbent must be a team player, self-starter, trustworthy and organized. Respectful of administration and co-workers. Must take direction well and demonstrated positive disposition. Possess a high degree of professionalism and determination. Exceptional communication skills and reliability. Able to work off-campus events and be punctual whenever scheduled to work. 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. A completed UAS employment application is required.

Desired Qualifications:
MA/MS and coordinator experience in a school, non-profit, or community based program. Ideal candidates are flexible and willing to go above and beyond. Previous experience conducting pathway/pipeline initiatives in a higher educational setting, community engagement projects, advocacy work, or similar specialized experiences. Bilingual Spanish fluency is a plus.

Review of applications/resumes will begin February 08, 2020 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 314, 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.

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