Program Coordinator
Outreach and Public Relations

Salary: $12.21 - $19.82/hour

Work Schedule: Full-time, Monday – Friday 8:00 a.m. to 5:00 p.m.; non-exempt classification. May be required to work some weekends. This position is eligible for benefits.

Essential Job Functions: Under the direction of the Director of Student Outreach & Community Relations in the College of Engineering, Computer Science, and Technology (ECST), the incumbent is responsible for providing varying levels of general office, records management, appointment coordination, assisting with record keeping and program planning. The incumbent will assist with the planning and implementation of programs and services of ECST Outreach and services. Incumbent will perform clerical duties, including: 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; and coordinating direct mailings; working on special projects. Incumbent will interact with a diverse group of faculty, staff, school administrators, teachers, and external parties.

Required Qualifications and Experience: Incumbent must have two years of experience in general administration. Incumbent must possess a valid California Driver License and vehicle to commute to assigned locations in the community. The incumbent must be a team player; have computer skills; and excellent organizational skills. Incumbent must be able to take initiative and learn new skills and concepts; work with potentially sensitive and confidential materials; work well with coworkers, community representatives, and stakeholders; and 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 is responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Desired Qualifications: An Associate degree from an accredited college and 5 years of related experience; or equivalent combination of education, training, and experience. Experience working in a university department or program office.
Review of applications/resumes will begin March 29, 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