Program Assistant, UAS 1514
Office for Students with Disabilities

Salary Range: $13.00 - $15.00/hourly

Work Schedule. This is a part-time position: 20 – 24 hours per week; Monday – Friday 9:00 a.m. to 1:00 p.m., or as negotiated; non-exempt position. This position is not eligible for benefits. This is a grant funded position which expires on June 30, 2019 and is subject to renewal upon availability of funding.

Essential Functions: Under the supervision of the WAIV Program Coordinator, the Program Assistant provides essential administrative program support to the WAIV program. The WorkAbility IV (WAIV) Program is an employment preparation and job search assistant program for Cal State LA Undergraduate and graduate students with disabilities. The program is a cooperative partnership between the University and the California Department of Rehabilitation (DOR). As such, the incumbent is required to adhere all relevant guidelines and requirements of the DOR contract, and assist in fulfilling the goals of the contract. The incumbent must be outgoing, organized, self-initiating, and creative person.

Duties:

20%- Maintain WorkAbility IV (WAIV) participant records/files, and WAIV participant database/spreadsheet.

15%- Coordinate incoming students into the program and provide information to prospective DOR consumers.

10%- Assist with program budget tasks, prepare and process program invoices and other financial paperwork as it pertains to program expenditures, including, but not limited to: purchase order requests, travel approval requests, and payroll submissions.

10%- Complete monthly WAIV certified staff timesheets, route for signatures, and create supporting documents.

10%- Answer phones, process mail, files and photocopy documents, create and conduct written and spoken communications with WAIV participants, and Department of Rehabilitation counselors.

10%- Provide support for campus events, including WAIV orientations, career fairs, and other events as needed.

10%- Make appointments, maintain program schedule, coordinate staff meetings and take meeting minutes.

5%- Complete monthly WAIV production reports and monthly individual students progress reports.
5%- Communicate with students to gather information about status updates and to set up appointments with staff.

5%- Assist with design and creation of informational and marketing materials for promotion of the program and the program’s activities/ events, perform activities to recruit students to the program, and present information regarding services provided by the program.

Requirements: The incumbent must be a high school graduate and experience equivalent to one year in a general office or public service setting. One year of vocational/ business school/ college training or one year of full time college education may substitute for the required year of experience. The incumbent must have working knowledge of standard office equipment including computers, printers, fax machines, etc. and of the Windows operating system; Microsoft Office Suite (Word, PowerPoint, Excel, Access, Outlook); of correct English grammar, spelling and punctuation. The incumbent must have excellent interpersonal and written and verbal communication skills. The incumbent must have the ability to perform basic arithmetic functions of a transactions nature, including tracking and comparing data; to prioritize, plan, multitask and solve complex problems; and work independently and part of a team. 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 the FBI. The incumbent is responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Desired Qualifications: A Bachelor’s degree and experience working with and/ or providing services to persons with disabilities; experience with corporate or organizational financial reports, budgets, and invoicing.

Review of applications/resumes will begin September 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.

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%2C%20Inc./HRM/employment_application.pdf