Program Coordinator, UAS 1636  
Natural Science/FITW STEM Ed Consortium

**Salary Range:** $24.25/hour

**Work Schedule:** This is a part-time position; Monday – Friday, 15 hours per week, non-exempt position. This position is not eligible for benefits. This is a temporary appointment expiring on or before May 31, 2020 with the possibility of renewal, contingent upon availability of funds.

**Position Overview:** Under the supervision of the Director of the STEM Education Consortium program, provide and coordinate financial, communication, and logistic services to the five directors, including site and associate directors, in the STEM Education Consortium program. Major functions include tracking and reporting the fiscal status of the program and communicating about and supporting day-to-day operations of the program and program activities.

**Essential Functions:** Financial tracking and reporting - Maintain program budget, including reconcile and track expenditures and encumbrances; Prepare financial reports and budget projections; Process purchase orders, payments, and other financial paperwork; Work with vendors, contractors, University Auxiliary Services, and other financial entities as needed to complete financial tasks. Communicate about the program and program activities - Serve as staff contact person by phone and email for internal day-to-day operations of the program; Communicate with faculty, staff, students, vendors, and other entities interacting with the program. Provide logistical support for the program and program activities - Schedule meetings; Identify and recommend equipment, supplies, and services that support program activities; Process paperwork and file and maintain records; Prepare program brochures, reports, and other written program materials; Update and maintain the program website. Other duties as assigned.

**Requirements:** The incumbent must have a Bachelor’s degree from a four-year college or accredited university in Accounting or related field. The incumbent must have excellent interpersonal, organizational, verbal and written communication skills. Incumbent must be able to manage and organize programs and work in a team environment. Incumbent must have knowledge of budgetary practices and be computer competent, including knowledge of Microsoft Office Program (Excel, Word and PowerPoint). Incumbent must be able to multi-task and prioritize competing work demands and deadlines. Incumbent must be able to use discretion in handling sensitive information and maintaining confidentiality. Incumbent must be able to use independent judgment to assist in planning, prioritizing, and organizing diversified work tasks and to recommend changes in office practices or procedures. Incumbent must 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 FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Review of applications/resumes will begin August 30, 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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