Project Assistant, UAS 1521
LA BioStart

Salary Range: $17.00 - $20.00/hourly

Work Schedule: This is a full-time position; Temporary; Monday – Friday 8:00 a.m. to 5:00 p.m., occasional variations; non-exempt position. This position is eligible for benefits. Appointment expires on/before December 30, 2019, subject to renewal based upon funding.

Essential Functions: Under the direction of the Project Director of LA BioStart, a federally funded project, the incumbent will assist the Project Director in the daily operations of the project, a “boot camp” training program for bioscience entrepreneurs. The incumbent will be responsible for marketing and outreach for the boot camp, event planning and scheduling (i.e. workshops, networking events), day to day administrative support, contacting and corresponding with partners, and managing and tracking all procurement and expenditures. Duties include but are not limited to: maintain project budget; preparing projections; keeping records of project personnel efforts; providing general clerical support; responding to questions and requests about LA BioStart; scheduling meetings; assisting with processing all vendor payments; providing information about the project to partners and community members; interacting with project team members and various divisions/departments within the university; working with University Auxiliary Services to process purchase orders and make travel arrangements; assisting with program brochures, reports, and workshop materials; updating and maintaining the project website. The incumbent is responsible for keeping detailed and organized files of information pertinent to financial, mentors, consultants, and participants.

Duties:

40%- Answering phones, filing, email communications, processing paperwork, recording time efforts on project activities; preparing fliers and other program/project documents. Primary contact for LA BioStart Project. Assists with the collection of data for mentors, participants, and partners for project surveys. Update and maintain the project website.

35%- Assisting the Program Director with planning and implementing the LA BioStart project activities including boot camp, innovation showcases and networking events, facility reservations, parking, ordering food and supplies. Provides logistical support for organizing and coordinating meetings and workshops.

20%- Reconciling and tracking expenditures, making accurate projections, and tracking encumbrances.

5%- Other duties assigned.

Requirements: The incumbent must have equivalent to three years of general office experience. The incumbent must have knowledge of budgetary practices; of Microsoft Office Program (Excel, Word and PowerPoint) and online tools (Moodle, Google-docs, and Dropbox). The incumbent must possess
excellent interpersonal, verbal, and written communication skills. The incumbent must have the ability
to prioritize completing work demands and deadlines; and manage and organize programs. 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, or equivalent to graduation, from an accredited four year
college or university. A Master’s degree in a science, technology, engineering, mathematics (STEM), or
social science field may substitute for one year of relevant work experience. Prior experience working
on grant funding projects and/or coordinating networking events or conferences.

Review of applications/resumes will begin October 3, 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/emp
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