Research Assistant, UAS 1541
Gang Reduction and Youth Development

Salary Range: $15.00/hourly

Work Schedule. This is a part-time position: 20 – 29 hours per week; Monday – Friday hours to be determined; non-exempt position. This position is not eligible for benefits.

Essential Functions: The incumbent will be hired as part of the Research and Evaluation Team for the Mayor’s Office if Gang Reduction and Youth Development (GRYD). The incumbent will provide support and assistance to the GRYD Project Director in the following areas: logistics management for meetings and trainings, review and production of reports and materials, and database administration. The incumbent will work with GRYD contractors to resolve questions about the use if the database and provide assistance with ongoing data cleaning.

Duties:

60%- Assist the Director and other research team members with research oversight and report materials, and presentation production.

20%- Assist in developing and delivery of trainings and training materials for database users.

10%- Provide remote and on-site data technical assistance to GRYD and GRYD contractors.

10%- Other duties assigned.

Requirements: The incumbent must have completed a Bachelor’s degree from an accredited four-year college or university, or be working towards a degree in social science/policy related discipline or data management. The incumbent must have at least one year if experience in technical research or statistical work and experience in data entry/working on a database. The incumbent must be proficient in the use of email, Excel, Word, and PowerPoint. The incumbent must have excellent communication, critical thinking and problem solving skills; detail oriented. The incumbent must have the ability to work independently. 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: Previous experience delivering training/providing technical assistance. Experience with SPSS. GIS Adobe Creative Cloud software (particularly Illustrator/Photoshop) and other data visualization/ presentation tools.
Review of applications/resumes will begin April 12, 2018 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.

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