February 28, 2019

Student Assistant UAS 1575
Chin Family Institute for Nursing

Salary Range: $13.25 - $15.00 Hourly

Work Schedule: Part-time, temporary, hours to be determined, 10 hours per week; non-exempt position. Employment is contingent upon availability of funds. This position is not eligible for benefits.

Under general supervision, the student assistant will support the Chin Family Institute for Nursing (CFIN) by preparation and duplication of materials, filing, preparing spreadsheets and other duties as assigned.

Essential Functions: The incumbent will research and work with the Chin Family Institute for Nursing Board member and University Archivist to document history of the Patricia A. Chin School of Nursing. Responsibilities include: general office work, filing and delivering; web-page development for the CFIN and other duties as assigned.

Requirements: Must be a Cal State LA student. Experience working in an office environment. Possess good written and verbal communications skills and good public relation skills. Must be detail-oriented and self-motivated.

Review of applications will begin March 7, 2019 and will continue until the position is filled; however, the recruitment may close when an adequate number of qualified applications are received. A completed UAS student employment application is required along with a copy of course schedule:

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/student_application.pdf

You may apply to: uashr@calnet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534.

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.

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.