February 7, 2020

Sikand-SITI Center’s Information Analyst, UAS 1674  
Sikand-SITI Center

Salary Range: $18.00 - $24.00/ hourly

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

**Essential Functions:**

- Work with the center’s director on various events and programs to manage and analyze the information related to the center’s activities including seminars and symposiums.
- Manage information related to meetings and events planning.
- Provide logistic support for the program and program activities.
- Design and develop programs, brochures, flyers, and other graphic media for web, print and digital distribution.
- Design professional posters incorporating information developed by the SITI Center.
- Develop and maintain the center’s web page with frequent updates.
- Other projects as assigned.

**Requirements:** The incumbent must have knowledge of information management and be computer competent, including Microsoft Office Program, excellent interpersonal, organizational, verbal and written communication skills, and be able to work independently. The incumbent must be able to multi-task and prioritize work demands and deadlines, have a good work ethic and practice of professional etiquette, interest or ability in working in a multicultural/multiethnic environment. The incumbent must be able to use discretion in handling sensitive information and maintaining confidentiality. The incumbent must be able to manage and organize programs and work in a team environment. 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 FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Review of applications/resumes will begin February 12, 2020 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 314, 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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