Student Assistant, UAS 1496 (2 positions)
Upward Bound

**Salary Range:** $10.50 - $12.00/hourly

**Work Schedule.** This is a part-time position; 20 hours per week; non-exempt position. This position is not eligible for benefits.

**Position Overview:** Under the direct supervision of the Office Manager, Academic Coordinator, and Director the incumbent will perform various clerical duties.

**Essential Functions:**

25% - Answering phones, directing calls, taking messages. Contact students and/or parents via telephone, mail, or email.

20% - Data entry (attendance rosters, grades, counseling notes, etc.)

15% - Copy Request.

10% - Greet and direct clients/visitors.

5% - Typing, supply inventory, and book inventory.

5% - Filing (counseling notes, study hall attendance, grades, student forms, etc.) and running errands (deliver and pick up documents from departments, deliver books, pick up attendance)

**Requirements:** The incumbent must be a student currently attending Cal State L.A. **A completed Student Enrollment application is required along with proof of course schedule to determine enrollment status.** The incumbent must have familiarity with computers and pay attention to detail. The incumbent must have working knowledge of English grammar, spelling, punctuation and proofreading; some writing and editing skills. The incumbent must have the ability to type 45 wpm; ability to work independently with minimal supervision; ability to complete tasks without prompting. The incumbent must also demonstrate and interest 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.

Review of applications/resumes will begin March 7, 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/student_application.pdf