June 2, 2017

Student Assistant UAS 1503
Integrated Teacher Preparation Program

Salary Range: $12.00 - $15.00/Hourly

Work Schedule: Part-time, 10 hours per week, Thursday – Friday 10:00 am – 3:00 pm; non-exempt position. This position is not eligible for benefits.

Essential Functions:

10% - Assist with setting up meetings between Integrated Teacher Preparation Program (ITPP) personnel and Cal State LA and Community College faculty and staff; other duties as assigned.

40% - Assist with preparation of materials for recruitment activities.

- Assist with development of brochures and flyers for ITPP.
- Assist with development of Facebook, TWITTER, Instagram pages.
- Assist with development and maintenance of you tube, Facebook, TWITTER, and Instagram videos as recruitment tool for ITPP.
- Assist with disseminating information about ITPP in Cal State LA undergraduate classes and Orientation workshops.

25% - Assist with recruitment activities

- Assist with disseminating information about ITPP at Career and Graduate Fairs in local colleges and school districts.
- Assist with setting up ITPP info workshops at local colleges and school districts.

25% - Assist with library and google searches for development of ITPP program.

Requirements: The incumbent must be currently enrolled at Cal State LA; knowledge of MS-Office suite (MS-Word, Excel, etc.); must be computer literate with advanced skills; good organizational skills; and good communication skills.

Preferred Skills: Skills setting up and maintaining social media websites.

Review of applications 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.%20/HRM/student_application.pdf

You may apply to: uashr@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.