Student Assistant, UAS 1523 (12 positions)
Local Dental Pilot Program

Salary Range: $12.00 - $15.00/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 Project Director and Associate Director, the incumbent will perform a variety of research and clerical tasks in support of program development and implementation.

Essential Functions:

45% - Direct office support: respond to calls; manage correspondence and copying requests; assist with schedule development for field sites and development of field site directories and program rosters; deliver oral health education and assist in field sites; conduct basic research; and/or manage program inventory (order/monitor supplies).

25% - Maintain program filing and archive materials.

20% - Data entry (program rosters, log visits, program agenda/meeting notes, etc.)

10% - Meet/greet and direct program visitors.

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 be familiar with the Local Dental Pilot Program and computer software used in office/business settings, detail oriented, able to function well in collaborative work settings as well as work independently, respond positively to supervision. 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. The incumbent must also provide proof of a negative T.B., MMR immunization, and current TDAP immunization.

Review of applications/resumes will begin November 16, 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