March 12, 2018

Student Assistant UAS 1538 – (6 positions)
University Auxiliary Services, Inc.

Salary Range: $12.00 - $15.00 per hour depending upon experience.

Work Schedule: Part-time, Monday – Friday, 20 hours per week; Hours to be determined. This position is not eligible for benefits.

Cal State L.A. University Auxiliary Services (UAS) is a private corporation that oversees commercial operations and provides administrative and financial support services for funded research for the Cal State L.A. campus.

Essential Functions: The incumbent will provide clerical support to various departments within UAS. Duties include but are not limited to: filing; helping with front desk coverage; copying and packaging of necessary documents; running campus errands; creating spreadsheets using MS Excel; composing correspondence using MS Word; and other duties as assigned.

Requirements: Must be a student currently attending California State University, Los Angeles. Incumbent must be: detail and service oriented with the ability to: work independently; relate easily and communicate well with students, faculty and staff; sit for several hours using traditional office equipment; and lift, carry and/or deliver 25 lbs. for occasional meetings and gatherings. Demonstrated interest and/or ability to work in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS student employment application is required, along with proof of course schedule to determine enrollment status.

Review of applications will begin March 19, 2018 and will continue until the position is filled; however, the recruitment may close when an adequate number of qualified applications are received.

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

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.

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.