November 18, 2019

Student Assistant, UAS 1655
College of Engineering, Computer Science, and Technology/Weingart Grant

Salary Range: $14.25/ hourly

**Work Schedule.** This is a student, part-time position; Monday – Friday, hours to be determined; non-exempt position. This is a temporary appointment expiring on or before July 31, 2020 with the possibility of renewal, contingent upon availability of funds. This position is not eligible for benefits.

**Position Overview:** Under general supervision of the Director of Acceleration Initiatives and Student Engagement, the incumbent will perform a variety of administrative and event planning tasks as well as clerical duties in support of the ECST Acceleration Initiatives and overall student engagement.

**Specific Job Duties:**
- Help with any Acceleration Initiatives and student engagement related or other business-related paperwork including travel, administrative and event fliers.
- Supporting other paperwork, filing and archive materials.
- Other duties as assigned.

**Required Skills/Knowledge:** The incumbent must be a student currently attending CSULA and majoring in Civil Engineering, Computer Science, Electrical Engineering, Mechanical Engineering or Technology. A completed **Student Employment Application** is required. The incumbent must be familiar with web design, graphic design, 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 an interest and or ability in working in a multicultural/multiethnic environment.

Review of applications/resumes will begin November 21, 2019 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.

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.

**Student Employment Application:**