August 3, 2017

Student Assistant UAS 1512
Pat Brown Institute for Public Affairs

Salary Range: $12.00 - $17.78/Hour

Work Schedule: Part-time, temporary, hours to be determined and may not exceed 20 hours per week; non-exempt position. Employment is contingent upon availability of funds. This position is not eligible for benefits.

The Pat Brown Institute for Public Affairs at California State University, Los Angeles is dedicated to “enlightened civic engagement” with a focus on community-based activities. The Institute is one of the best known and highly respected public policy institute in California. Its program receives wide media coverage, and it is known for identifying and exploring some of the most critical issues of Southern California. The Institute sits just east of Los Angeles city hall, and its work spans the city, the county, and the state. Originally established as a free-standing organization dedicated to California government affairs in 1980, it arrived at Cal State LA in 1987. The Institute’s programs include its public policy education program, a PBI/Cal State poll, a distinguished lecture program, a youth leadership program, applied research program, and its new civic university program.

Essential Functions: Under the general direction of the Associate Director of the Pat Brown Institute, the incumbent will provide general office reception; will route and respond to general public inquiries; assist with filing/scanning; assist with document preparation; assist with event logistics; and assist with entry level research. Responsibilities include: supporting senior staff with preparations for sessions with the coordination of event logistics.

90% - General administration
- Attend planning meetings as necessary.
- Assist the program coordinators with the administration of public policy projects.
- Contact public participants as necessary.
- Assist with event registration.
- Provide assistance with faculty research program as requested.

10% - Perform other duties as assigned.

Requirements: Must be a Cal State LA student. The institute welcomes students from all majors interested in a public policy experience. Undergraduate or graduate students majoring in public administration, Political Science, or similar fields are ideal.

Review of applications will begin August 10, 2017 and 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./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.
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.

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.