August 10, 2017

Student Health and Wellness Intern Lead, UAS 1517
Dean of Students/CalFresh Outreach (CFO)

Salary Range: $12.00 /Hourly

Work Schedule: Monday – Friday, 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.

Essential Functions: Under the supervision of the Dean of Students and the Director of Student Support, the incumbent contributes to the development and delivery of Cal State LA CalFresh Outreach (CFO) services, and collaboratively supports, plans, and coordinates programs to support student health and wellness.

More information about Cal State LA CalFresh Outreach may be found here: http://www.calstate.edu/studentservices/calfresh

Specific Duties and Responsibilities:

35% Assist with the operational needs associated with the Cal State LA CFO Center and the operational needs associated with the Cal State LA Food Pantry.

25% Assist students through the CalFresh application process and develop CalFresh outreach/promotion efforts to Cal State LA students so that as many as possible may take advantage of CalFresh benefits.

15% Liaison between Cal State LA CFO, Chico State CFO grant administrators, and LA County Department of Social Services (DPSS).

15% Assist in the onboarding and training of incoming CFO Interns and Food Pantry Volunteers, and with Intern/Volunteer hiring, scheduling, and task delegation.

10% Responsible for Master Log and other CalFresh databases; assist with CalFresh quarterly reporting.

Requirements:

- Must be a Cal State LA student.
- Willingness to work with ethnically diverse and culturally pluralistic student body and staff.
- Proven organizational leadership skill; enthusiasm for effective team building.
- Strong interpersonal and group communication skills; comfort with public speaking, presenting.
- Ability to navigate and prioritize daily tasks; ability to lead and delegate tasks.
- Ability to connect caringly and effectively with students on a daily basis.
- Basic knowledge of health and nutrition.
- Basic knowledge of CalFresh and other health related programs/resources.
- Proficient with Microsoft Office (Word and Excel)
Review of applications will begin August 17, 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%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.