Program Coordinator  
Center for Energy and Sustainability/Partnerships for Research Education in Materials, UAS 1552

**Salary Range:** $3,288 - $5,191/monthly

**Work Schedule.** This is a full-time position; Monday – Friday 8:00 a.m. to 5:00 p.m.; Non-exempt position. This position is eligible for benefits. Employment is contingent upon availability of funds; this is a grant-funded position with a contract end date of March 31, 2021.

**Essential Functions:** Under the direction of the Program Director of the Center for Energy & Sustainability (CREST-CEaS), and the Program Director of the Partnerships for Research and Education in Materials (PREM program), the incumbent will be responsible for financial management, analysis and reporting, overseeing day-to-day administrative operations, and lead for the program staff. The incumbent will directly be responsible for administration of on and off campus functions, which include but are not limited to: fiscal and budgetary analysis, personnel administration, development, and implementing and revising procedures and policy. Duties will include multiyear fiscal projections, impact analysis of policy and procedures, coordination with campus health and safety for compliance with hazardous materials handling. The incumbent will be directly responsible for ensuring compliance with applicable regulations or requirements governing the program, and serving as liaison to external partners, as well as, leading or coordinating, projects involving the management of external organizations, and event planning and coordination.

**Duties:**

25%- Financial management, including reconciling and analyzing budgetary data; accurately projecting using statistics and accounting.

20%- Responsible for overseeing administrative operations and provide lead direction to support staff. Full accountability of workflow and completion of work assigned to support staff.

15%- Troubleshoot office administration issues and respond to all inquiries and requests related to the program. Analyze operational and procedural issues and develop, recommend, and evaluate proposed solutions.

15%- Independent decisions on day-to-day operations, as well as, on larger scale program goals and handle multiple work priorities.

10%- Provide logistical support for organizing and coordinating conferences, meetings with Advisory Boards, staff meetings, seminar series, and a number of other meetings and events.

5%- Serve as the primary contact for NSF Program Directors and other CREST Centers.
5%-% Interpret and apply University policies, infrastructure, procedures, NSF guidelines and Federal policies. Use judgment and discretion to act when precedents do not exist. Develop and implement general policies of the program in consultation with the Program Director. Compile, write, and present reports related to the program.

5%-% Other duties as assigned.

Requirements: The incumbent must have an Undergraduate Degree from an accredited college or university and two years of relevant experience. The incumbent must have knowledge of Excel, use and development of spreadsheets, 10 key and online data entry. The incumbent must also have superior analytical skills, budget management, and strong computer skills. The incumbent must have the ability to handle sensitive and confidential information in accordance to the Family Education Rights Privacy Act (FERPA) and ensure the enforcement of such rules; to serve as the liaison between on-campus programs and off-campus entities; to analyze problems in policy and procedures; to formulate potential corrective actions; and be able to operate under limited supervision and work independently. The incumbent must also demonstrate an interest and 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 may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Desired Qualifications: A background serving as a coordinator in an academic program.

Review of applications/resumes will begin June 14, 2018 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.

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