Pre-Award Administrative Assistant, UAS 1556
University Auxiliary Services, Inc.

**Salary Range:** $15.00 - $18.00/Hourly

**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.

**Essential Functions:** Under the supervision of the Pre-Award Sr. Grants & Contracts Analyst, the incumbent will provide administrative support including but not limited to creating reports, data entry, making copies, labels, faxes, ordering supplies and assist with projects.

**Duties:**

75%- The incumbent creates monthly awarded and submitted reports and summaries, creates and maintains office files for pending, awarded, expired, and non-funded for all Sponsored Research, and awarded files for privately funded projects from Institutional Advancement. Manages the duties of the position, for example, prioritize tasks, set deadlines and complete projects in a timely manner. Maintains proposal calendar, performs data entry.

15%- The incumbent prepares and sends outgoing mailing and packages, types documents and correspondence, customer contact and follow up for timely document processing, sending emails, monitoring and ordering inventory of office supplies.

5%- Assist with audits and other special projects/duties as assigned.

5%- Cross-train to support all areas of the Grants and Contract Office as needed and performs other duties and special projects as assigned.

**Requirements:** The incumbent must have a high school diploma or equivalent and two years of experience with general office management or equivalent combination of education and experience in an office environment. The incumbent must be proficient in the use of Microsoft Office and knowledge of Excel including the use and development of spreadsheets. The incumbent must be a team player, service oriented, dependable, energetic, and self-motivated; excellent interpersonal skills and phone etiquette. The incumbent must have excellent customer service skills for interaction with faculty, staff, and various members of the University community; strong analytical, written, and verbal communication skills. The incumbent must have the ability to perform basic mathematical calculations at a level adequate to perform tasks. The incumbent must also have the ability to pay close attention to detail and handle the pressure of multiple deadlines, and maintain confidentiality of employee records. 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.
Physical Requirements: Ability to sit for several hours, use traditional office equipment, reach, grasp, and lift packages.

Review of applications/resumes will begin August 23, 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.

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