Administrative Support Coordinator, UAS 1560
Local Dental Pilot Project

Salary Range: $56,160/Annual

Work Schedule: This is a full-time position; Monday – Friday 8:00 a.m. to 5:00 p.m.; non-exempt position. This is a temporary appointment expiring on or before December 31, 2020, subject to renewal based upon funding. This position is eligible for benefits.

Essential Functions: Under the supervision of the Project Director or Designee, the incumbent assumes primary responsibility for managing core administrative and front office support activities, and assists program administrators and coordinators in execution of responsibilities, including preparing and managing of internal/external communications including Memoranda of Understanding (MOU) with community partners, developing, and maintaining community partner spreadsheets, reports, rosters, directories, etc., and other routine clerical duties. This position includes responsibility for logistics management, including the monthly scheduling of all field activities in coordination with the subcontractor and program Logistics team. This includes maintenance of the calendars for all programs, including the field-site calendar that specifies the deployment of Bridge Teams to field sites, as well as other activities associated with Bridge Teams, faculty/staff and student intern schedules. The incumbent provides key support to the ECHO-LDPP Administrative Leadership Team to support attainment of project goals and maintain effective communication with all program constituencies. The incumbent reports to the senior levels of the LDPP administrative team and interfaces with the appropriate subcontractor and community partner representatives.

Duties:

60% - Performs administrative support functions related to development of memoranda of understanding; internal and external communication; developing and maintaining program records; and monthly scheduling of all program efforts, including a broad range of activities associated with program implementation and service delivery, such as management of Memoranda of Understanding (MOU) agreements and records, coordination with Field Internship Coordinator and the administrative team, and close collaboration with subcontractor to facilitate dental screenings.

20% - Coordinates and collaborates with ECHO-LDPP administrative team staff and sub-contractors with regards to operations and procedures.

15% - Assists members of administrative team in execution of responsibilities associated with achieving grants deliverables, such as maintaining programs calendars, facilitating external communication and correspondence, and generating reports.

5% - Other duties as assigned.
**Requirements:** The incumbent must have three years of general office experience, secretarial and administrative work in a complex academic or administrative environment. A Bachelor’s degree may substitute for two years of the required experience. The incumbent must demonstrate experience in scheduling, records management, as well as capacity to develop, propose, and implement processes that enhance scheduling/deployment of staff. Thorough knowledge of correct English grammar, spelling, and punctuation; office methods, procedures, and practices; and university infrastructure, policies and procedures is critical. The incumbent must possess strong verbal and oral written communication skills, sound judgement and abilities to function independently. The incumbent must be able to manage complexity, to problem-solve, and to exercise autonomy and to demonstrate a collaborative stance in the execution of responsibilities. The incumbent must have the ability to coordinate various administrative duties; interpret and apply a variety of complex policies and procedures; set deadlines, priorities, and complete projects accordingly; draft and prepare memoranda and correspondence; keep complex records and files; screen mail, telephone calls, and visitors; maintain confidential files; oversee the work of others; perform standard business tasks such as developing and maintaining monthly schedules of all program activities, establish and maintain cooperative working relationships and a team orientation; and operate standard office equipment and software such as Microsoft Office Suite. The incumbent must also demonstrate experience and/or an interest 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.

Review of applications/resumes will begin October 17, 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@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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