Salary Range: $18.00 - $20.00/hourly

Work Schedule: This is a part-time position; Monday – Friday hours to be determined; non-exempt position. This position is not eligible for benefits.

Position Overview: The Graduate Student Assistant will assist the Administrative Analyst/Specialist II and Research Assistant II in the PERC office.

Duties:

80% - Input data from evaluation surveys; administer surveys and evaluations instruments; assist in preparing evaluation plans for grants proposals; assist with data analysis and compilation; assist in preparing project and evaluation reports; assist with ensuring evaluation deliverables; represent PERC at projects events, activities, and meetings.

20% - Develop and maintain filing system, process email, voice-mail, etc.; run project related errands; schedule meetings.

Requirements: Must be a graduate student currently attending California State University, Los Angeles. A Bachelor’s Degree in Psychology, Education, Sociology or related field. The incumbent must be proficient with Microsoft Office programs, including Word, Excel, PowerPoint and Outlook. The incumbent must be self-motivated and able to set priorities and meet deadlines in a complex work environment involving multiple projects. 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 student employment application is required, along with proof of course schedule to determine enrollment status.

Desired Qualifications: Graduate student standing with a minimum 3.7 grade point average and enrolled in a Charter College of Education major. Availability during daytime hours to accommodate both office and course schedules. The ability to use SPSS (Statistical Package for the Social Sciences).

Review of applications/resumes will begin October 19, 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.

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