Administrative Support Coordinator - Fiscal, UAS 1562
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 maintaining the project budget, purchasing and internal human resources activities. The scope of work includes a broad range of activities that support program implementation. This includes monitoring of all budget line items, preparing reports, and developing budget projections. The scope of responsibility also includes: developing reports related to program deliverables; managing all payroll functions; maintaining all files; managing all purchasing; maintaining supply inventory systems; monitoring sub-contracts; consulting with UAS budget analyst; and other duties as assigned. The incumbent provides key support to the ECHO-LDPP Administrative Leadership Team to support attainment of project goals and must maintain effective communication with all program constituencies including interfacing with the appropriate University human resources, procurement and fiscal offices.

Duties:

60%- Performs critical administrative support functions related to program budgets; human resources activities; purchasing and management of supplies.

20%- Coordinates and collaborates with UAS budget staff and sub-contractors with regard to operations and procedures.

15%- Assists members of administrative team in execution of responsibilities associated with achieving grants deliverables, such as 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. 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; maintain complex
records and files; maintain confidential files; oversee the work of others; perform standard business and
fiscal tasks such as calculate ratios and percentages, track financial data, and make budget projections;
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@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/emp
loymnt_application.pdf