Pathway Programs Assistant, UAS 1563
Pathway Programs

Salary Range: $15.00/hourly

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

Essential Functions: Under the leadership of the Director of Pathway Programs at Cal State L.A, the program assistant will assist in delivering curriculum, lead monthly workshops, support monthly check-ins with students under Program Manager’s direct supervision, mentor junior staff members, support faculty members with research (data collection, papers, conferences, grant writing). All activities work to benefit the first-year experience. Responsibilities for this position also include collecting and maintaining student data for all students who applied to Cal State L.A. from the GEAR UP 4 LA Central Los Angeles City region of LAUSD for 2018-2019. The program assistant will support the overall functions of the office as a whole including collaborating with faculty, staff, and students in a team-centered environment to complete program initiatives. Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

Duties:

60%- Open office and prepare space for staff, students, and faculty. Assist in guiding students, maintaining contact, and promoting activities via emails, phone calls, workshop sessions, special events and or projects. Keep record of daily student contact or interactions. Present weekly updates on assigned tasks. Assist with overseeing the work of student assistants, work schedules, and projects assigned to the students as necessary.

20%- Perform administrative duties such as check messages, help process paperwork related to travel, Human Resources, data entry, and case notes.

15%- Establish connections with incoming freshmen students and offer guidance through regular check-ins throughout the year. Consult with leadership on office operations and ways to improve flow.

5%- Other duties assigned.

Requirements: The incumbent must at least one year of general office experience. Experience in community engagement projects, advocacy work, pathways/pipeline program, or similar specialized experiences. The incumbent must take direction well; flexible and willing to go above and beyond. The incumbent must have the ability to multitask in overseeing various team projects and following up with students throughout the year. 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 Bachelor’s Degree and teaching experience as well as administrative experience. Experience conducting pathway/pipeline initiatives in a higher educational setting, bilingual Spanish fluency a plus; demonstrated positive disposition; professionalism, student centered philosophy, and determination; team player, trustworthy and organized.

Review of applications/resumes will begin October 25, 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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