Student Assistant, UAS 1567 (19 positions) REVISED
Local Dental Pilot Project

Salary Range: $13.25 - $15.00/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: Under the direct supervision of the Project Director and Training Coordinator, the incumbents will perform a variety of research and clerical tasks in support of program development and implementation.

Essential Functions:

40%- Direct office support: respond to calls; manage correspondence and copying requests; assist with schedule development for field sites and development of field site directories and program rosters; conduct basic research; and manage program inventory (order/monitor supplies).

25%- Maintain program filing and archive materials.

20%- Data entry (program rosters, log visits, program agenda/meeting notes, etc.)

10%- Meet and greet program visitors.

5%- Other duties as assigned.

Requirements: The incumbent must be a student currently attending Cal State L.A. A completed Student Enrollment Application is required along with proof of course schedule to determine enrollment status. The incumbent must be familiar with computer software used in office/business settings, detail oriented, able to function well in collaborative work settings as well as work independently, respond positively to supervision. 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.

Review of applications/resumes will begin December 13, 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