ECST Outreach Coordinator  
ECST Student Success Center, UAS 1569  

**Salary Range**: $17.00 - $21.00/hourly  

**Work Schedule**: This is a full-time position; Monday – Friday; 8:00 a.m. – 5:00 p.m.; some weekends required; Non-exempt position. This position is eligible for benefits.  

**Essential Functions**: Under the direction of the Director of ECST Outreach, the incumbent is responsible for providing varying levels of general office, records management, appointment, meeting, and event coordination, assist with record keeping and program planning.  

**Duties**:  
50%  
Scheduling, arranging, typing, copying, completing and routing forms, organizing files, scheduling appointments, sending emails, answering office phone, taking messages, answering non-routine correspondence, assisting with financial record keeping and payroll, coordinating meetings and conference, obtaining supplies, coordinating direct mailings, working on special projects, and performing other similar administrative duties. The incumbent will interact with a diverse group of external parties, including callers, visitors, school administrators and teachers, agency executives and managers, program partners, as well as internal contacts at all levels of the organization. The incumbent will assist the program with its coordination of meetings and activities involving faculty, staff, school administrators and teachers, and industry partners.  

45%  
Project Coordination - Under the general direction of the Director, the incumbent will assist with the planning and implementation of programs and services of ECST Outreach and MESA Program.  

5%  
Other duties as assigned.  

**Requirements**: The incumbent must have two years of experience in general administration. The incumbent must be a team player; have computer skills; excellent organization skills; and written and oral communications skills. The incumbent must be creative, enthusiastic, outgoing, reliable and cooperative. The incumbent must have the ability to take initiative and learn new skills and concepts; commute to assigned locations in the community as needed; work with potentially sensitive and confidential materials; and work well with others, community representatives, and stakeholders. 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**: An Associate degree and at least five years of related experience; or an equivalent combination of education, training, and experience. Additional consideration will be given to candidates
with experience working in a university department or program office. Adapt to changing policies, procedures, and technology.

Review of applications/resumes will begin December 6, 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/employment_application.pdf