MORE Administrative Support Assistant I, UAS 1576
Minority Opportunities in Research (MORE)

Salary Range: $15.00 - $21.44/hourly

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

Essential Functions: Under direction of the MORE Programs Administrative Assistant II, the incumbent is responsible for the planning and implementing of functions through knowledge of office methods, procedures, and practice at intermediate levels of complexity. The incumbent must also communicate cordially and effectively with members of the MORE community including students, faculty, and staff. The incumbent will be responsible for performing standard clerical and secretarial work such as processing standard and electronic mail; preparing and composing correspondence, periodic reports on student academic performance; creating and maintaining standard, electronic records, files, and recordkeeping systems; keeping track of Research Initiative for Scientific Enhancement (RISE) student time sheets/hours; ordering and maintain supplies using UAS purchase order forms; and performing other general office support and maintenance activities. These duties are performed to assist the Program Director, MORE students, faculty and other MORE staff. The incumbent will assist in maintaining, gathering and analyzing data and information for various purposes including tracking development milestones and academic records of MORE students; coordinating meetings; preparing financial documents including budgets, purchase orders and fiscal reports; and using and maintaining office support technology and systems. The incumbent will interact with a variety of campus and community constituents including: students, faculty, guest seminar speakers, personnel from neighboring colleges and universities, and staff to assist them or resolve problems. Communication includes serving as a recruitment liaison for program applicants (from students applying to MORE programs) and attends meetings and conferences to network with potential applicants.

Requirements: The incumbent must have one year of general office experience. The incumbent must have knowledge of: university infrastructure, policies, and procedures; Microsoft Office systems; budget policies and procedures; and English grammar, punctuation and spelling. The
The incumbent must also have the ability to work independently and as part of a team with minimal supervision; independently handle a variety of policies and procedures where specific guidelines may not exist; compose correspondence and standard reports and handle effectively a broad range of interpersonal contacts sensitive in nature. 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:** One year of experience with student development programs such as those supported by the National Institute of Health NIGMS programs.

Review of applications/resumes will begin March 05, 2019 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.

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