January 30, 2019

Executive Administrative Assistant - UAS 1577
University Auxiliary Services (UAS)

Salary Range: $18.00 - $22.00/ hourly

Work Schedule: Full-time, Monday – Friday, 8:00 am – 5:00 pm; non-exempt position. This position is eligible for benefits.

Essential Functions: Under the direction of the Executive Director, the Executive Administrative Assistant performs a variety of specialized administrative functions, provides administrative support for the Executive Director including scheduling appointments, travel arrangements, and maintaining meeting minutes for Board of Directors and various committees. The incumbent will: maintain insurance claim records; maintain and reconcile Petty Cash fund; oversee office equipment and supplies; distribute mail and maintain a robust filing system; oversee office support staff; and uphold a strict level of confidentiality.

25%
- Provide administrative support for the Executive Director.
- Screen Executive Director’s communication by reading, researching, and routing correspondence.
- Coordinate Executive Director’s letters and documents, by collecting and analyzing information and initiating telecommunications.
- Maintain Executive Director’s appointment schedule and University Auxiliary Services (UAS) conference rooms’ schedules by planning and scheduling meetings, conferences, teleconferences, and travel.
- Maintain meeting minutes for various Committees and keep track of action items.

25%
- Prepare and maintain the UAS Customer Service Survey yearly.
- Assist with compiling and developing the annual budget.
- Complete and oversee projects by assigning work to support staff and following up on results.
- Responsible for Petty Cash fund.

25%
- Prepare reports by collecting and analyzing information.
- Maintain insurance claim records.
- Provide historical reference by developing and utilizing filing and retrieval systems and recording meeting discussions.
- Maintain and organize the filing system for the departments’ files and basement files.

10%
- Evaluate new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Ensure operation of equipment by completing preventative maintenance requirements; following manufacturer’s instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; and evaluating new equipment and techniques.

10%
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies.

5%
- Other duties as assigned.

Requirements: Associate’s degree required and some college courses desirable. Four years of experience in the field, or in a related field. Must have: prior experience in recording meeting minutes; knowledge of
commonly used concepts, practices, and procedures within an institution of higher education or auxiliary organization; strong computer skills using Microsoft Office Suite (Excel and Microsoft Word); excellent written, oral and communication skills; and strong organizational, project management and problem-solving skills. Must have the ability to: prioritize, analyze, and work independently in a fast paced university environment; handle the pressure of multiple deadlines, maintain confidentiality of records; sit for several hours; use traditional office equipment; and reach, grasp, and lift packages. The successful candidate will have a front-line service philosophy, as there is a great deal of interface with faculty, staff, various members of the University community, granting agencies and various 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.

Review of applications will begin February 6, 2019 and will continue until the position is filled; however, the recruitment may close when an adequate number of qualified applications are received. A completed UAS employment application is required.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc.%20HRM/employment_application.pdf

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.

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.

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.