February 20, 2019

Summer Office Assistant/Pool - 3 positions, UAS 1581
Upward Bound


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

Essential Functions: Under the direction of the Office Manager, Academic Coordinator, and Director, the incumbent will perform various clerical tasks for the summer program.

50%  Greet and direct clients/visitors. Answer phones, direct calls, take messages. Contact students and/or parents via telephone, mail, or email. Complete copy requests.

45%  Typing, filing (counseling notes, study hall attendance, grades, student forms, etc.). Data entry (attendance rosters, grades, counseling notes, etc.). Run errands (deliver and pick up documents from departments, deliver books, pick up attendance). Conduct book and supply inventory.

5%  Perform other duties as assigned.

Requirements: Must have working knowledge of English grammar, spelling, punctuation and proofreading; some writing and editing skills; and familiarity with computers. Detail oriented with the ability to work independently with minimal supervision; complete tasks without prompting; and take initiative in a leadership role. Fingerprints will be taken and checked by the California Department of Justice and the FBI. Incumbent may be responsible for the fingerprinting fee. A completed UAS employment application is required along with a copy of current transcript to determine enrollment status.

Preferred requirement: Upward Bound Project Alumni.

Review of applications/resumes will begin February 27, 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.
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