06/18/2019

Project Coordinator, UAS 1586
Preparing Effective Dual Specialists (PEDS)

**Salary Range:** $25.00 – $30.00/ 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 the general supervision of the Principal Investigator (PI), the Project Coordinator, will be responsible for managing a $1,250,000.00 budget. Budget management includes budget planning, budget projections, budget reconciliation and communication amongst UAS budget analyst, college resource managers, and PI. The incumbent will maintain project participant tracking for the federal grant as well as entering data into the federal Data Collection System, this includes management of admissions, registration, exit certification, and collection and maintenance of all required eligibility documents; maintain a project management chart to help all project personnel keep on schedule and make certain that tasks are completed in a timely manner; develop and monitor consultant contracts/paperwork, support advisory board meetings, coordinate project staff meetings, process scholar stipends, reimbursements and course materials; support and co-conduct orientation meetings; and participate in federally sponsored webinars to maintain updated working knowledge of all federal rules and regulations.

**Requirements:** Four years of office management experience with experience managing budgets. The incumbent must have knowledge of Microsoft Word, good organization skills, and must be able to work independently. 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:** Bachelor’s degree from an accredited college or university. Experience with project management systems and familiarity with data tracking and data collection.

Review of applications/resumes will begin June 21, 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