Instructional Designer and Researcher, UAS 1591
Teacher Professional Development Project

Salary Range:  $20.00 - $20.90/hourly

Work Schedule: This is a part-time positon; 2-5 hours per week; non-exempt position. This positon is not eligible for benefits.

Essential Functions: Under the general supervision of the Principal Investigator, the incumbent will be involved in conducting research, writing, publishing, and conference presentations of the Support for Preservice Subcommittee of the University of California (UC)/California State University (CSU) Summit on Environmental Sustainability. The incumbent’s responsibilities include: conducting orientation at annual meetings; scheduling project staff meetings and the Administrator’s Roundtables; taking and publishing notes of the meetings; processing documents and records; planning and assisting with event logistics; coordinating with procurement of guest speakers; researching various websites to support the program; gathering and interpreting data; and entering data into the data collection system.

Requirements: The incumbent must have knowledge of Instructional Design, research, writing, and have the ability to work independently. 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: Knowledge of Microsoft Office; possess web design and multimedia skills.

Review of applications/resumes will begin April 12, 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.

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