Administrative Associate, UAS 1597
California Career Innovations

Salary Range: $15.03/hourly

Work Schedule. This is a part-time position; Monday – Friday hours to be determined; Non-exempt position. This position is not eligible for benefits. Employment is contingent upon availability of funds; this is a grant-funded position with a contract end date of September 30, 2021.

Essential Functions: Under the supervision of the Principal Investigator (PI), provide services to the California Career Innovation grant staff at the Division of Special Education and Counseling. Major functions include organizing and maintain paperwork flow, coordinating meetings, preparing and submitting invoices to UAS in a timely fashion, and assisting the PI in administering the grant. The incumbent must organize and maintain paperwork flow and keep track of circulating documents, scan documents for record keeping and send documents as directed. The incumbent must coordinate meetings and reserve conference rooms, setup zoom video conference prepare handouts, notetaking, distribute meeting schedule and agendas. The incumbent will prepare and submit invoices and collect timesheets, expense receipts, reports, etc. The incumbent will also assist in administering the grant and compile and disseminate information, monitor payroll paperwork submission schedule, keep track of status reports, and communicate with staff members as needed.

Requirements: The incumbent must be in good academic standing in rehabilitation education/a degree from rehabilitation education within the last two years. The incumbent must have equivalent one year of general office experience. The incumbent must be proficient in using Microsoft Office software. The incumbent must have good work ethics and practice of professional etiquette as well as possess excellent English verbal and writing skills. 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/resumes will begin May 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