Program Coordinator, UAS 1615  
Anna Bing Arnold Children’s Center

**Salary Range:** $22.00 - $25.00/ hourly

**Work Schedule:** This is a full-time position, Monday – Friday 8:00 a.m. to 5:00 p.m.; one-year appointment with opportunity for extension, subject to funding; non-exempt position. This position is eligible for benefits.

**Essential Functions:** Under the general direction of the Director, the incumbent is responsible for providing support for the child development program. The incumbent will oversee the hiring, training, and evaluation of student-assistant teaching staff; and maintain student staff schedules and safety documentation and order classroom supplies. The incumbent will: compile inventory and order classrooms supplies while using the budget as a guide for all purchases; maintain the Center’s library and lending library for parents and children; hiring, overseeing, and disciplining of student assistants and work-study employees; create student employee files and keep student employment records updated; develop and distribute written materials for parents, communicating policies, procedures and parent education information; plan and organize quarterly parent education; and encourage parent involvement in all areas of the Center program, including parent education workshops.

**Requirements:** Bachelor’s degree from an accredited four-year college or university in Child Development or a related field and a Children’s Center Supervisory Permit. The incumbent must have a First Aid and CPR certification. Four years of general office experience, which includes providing ongoing work coordination and/or lead responsibilities. The incumbent must have excellent oral, written communication, and customer relation skills. The incumbent must have the ability to: use standard office equipment, word processing and related computer software with proficiency in Microsoft Office programs; establish a rapport with, and respect for, preschool children; lift a child who weighs up to 25 pounds, hear a child calling for help, and see a child on the playground. The incumbent must be able to pass a pre-employment TB test and physical examination. 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:** A Master’s degree in Child Development or a related field. Experience working with parents and volunteers and in the Early Childhood classroom.

Review of applications/resumes will begin July 5, 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%2C%20Inc./HRM/employment_application.pdf