Project Coordinator, UAS 1616
Kinesiology- DREAM Research Project

Salary Range: $14.25 - $16.00/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.

Essential Functions: Under the general supervision of the Principal Investigator, the incumbent will provide general office to the Kinesiology Department DREAM research Project. Major functions include recruitment of participants, tracking budget and reimbursement and organize schedules of participants and trainees. The incumbent will be participating in the recruiting of participants by answering phone calls in the DREAM phone line and replying to emails of potential participants, screening participants with eligibility questions, and tracking all inquiries on the excel tracking sheet. The incumbent will track budget reimbursement by recording reimbursement of participants on the excel tracking sheet; and prepare check requisitions, purchase order forms and deliver them to UAS. The incumbent will participate in scheduling participants and Fellows by calling participants to schedule their exercise sessions, baseline testing, and post testing; create training schedule for trainers and posting their schedule on WhatsApp every Monday morning; emailing parking services to request parking permits track transportation drop off and pick up times; coordinating testing times between participants, Principal Investigators, and Fellow; and will deliver and pick up exercise equipment to participants homes.

Requirements: The incumbent must have three years of general office experience. The incumbent must possess a valid California Driver License. The incumbent must have knowledge of importing and exporting data. The incumbent must also have excellent oral communication skills. The incumbent must have the ability to use Microsoft Office Suite, multiple platform communication, filing and processing of work orders, and requisitions; list a minimum of 40 lbs; manage multiple schedules; multitask; and transfer paper files into an electronic database system and organize data files. 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: Manage a database of participant and client information, administering confidentiality consent forms and medical release forms. Use google calendar to organize schedules and track system for participant data entry. Bilingual in Spanish.

Review of applications/resumes will begin September 15, 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.

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