Salary Range: $16.00 - $17.50/hourly

Work Schedule: This is a part-time, non-exempt position; Monday – Friday, hours to be determined. This position is not eligible for benefits.

Essential Functions: Under the general supervision of the Public Affairs/Communications Specialist III, the incumbent will be responsible for assisting with planning and then coordinating special events for Charter College of Education (CCOE). The incumbent is responsible for corresponding through mail, email and phone calls with honorees, community members, and general invitees; contact vendors on and off campus, provide essential logistical clerical support with involves preparing and submitting appropriate paperwork; following up on campus processes to ensure required paperwork is complete and tracking deadlines; coordinate various tasks with the various inter-College and campus offices; supervise student volunteers for set up and break down of event; provide clerical support for Friends of the CCOE Board meetings; and work with Board Chair to schedule meetings, provide agendas, and make hospitality arrangements as necessary.

Requirements: The incumbent must have three years of office experience with event planning and knowledge of Microsoft Office programs. The incumbent must possess excellent organizational, verbal/written, and strong customer service skills. The incumbent must 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.

Review of applications/resumes will begin July 29, 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