Project Coordinator, UAS 1627
Project PISCES: Partners in Improving Social Communication in Early Childhood Special Education

Salary Range: $15.00 - $22.00/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 Principal Investigator (PI), the incumbent will be responsible for managing the budget, maintain and track participant information, enter data, develop and monitor consultant contracts, coordinate various meetings, process scholar stipends, and co-conduct orientation meetings. The incumbent is duties include: planning, projecting, reconciling, and communicating amongst UAS budget analyst, college resources managers and PI; maintaining and tracking participant information for federal grants as well as entering data into the Federal Data Collection System; tracking admissions, registrations, exit certifications and all required eligibility documents; maintaining charts for schedule and timely completion of project tasks; coordinating consultants contracts, staff meetings, advisory meetings and orientations; developing and monitoring consultant contracts/documents; and supporting board meetings.

Requirements: The incumbent must have three years of office experience and managing budgets. The incumbent must have knowledge of Microsoft Office, excellent organizational skills, and must be able to work independently. 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 and Master’s degree from an accredited college or university. Familiarity with data tracking and data collection systems; and ability to use project management systems.

Review of applications/resumes will begin August 1, 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