October 28, 2019

PREM Coordinator, UAS 1650  
Chemistry & Biochemistry

Salary Range: $18.00 - $22.00/ hour

Work Schedule: This is a part-time position; Monday – Friday, schedule of hours to be determined, non-exempt position. This position is not eligible for benefits. This is a temporary appointment expiring on or before August 30, 2020 with the possibility of renewal, contingent upon availability of funds.

Position Overview: Under the general supervision of the Principal Investigator (PI), the incumbent will be responsible for, financial tracking and reporting, including track expenditures and encumbrances; work with vendors, contractors, University Auxiliary Services, college resource managers and other financial entities as needed to complete financial tasks. The incumbent will maintain and track participant information and assist coordinating the annual retreat, meetings and other events. The incumbent will complete and process paperwork related to the functions of the grant, including but not limited to: travel request forms (students and faculty) and expense claims; vendor information, purchase orders, reimbursements, check requisitions, employment transaction reports, and file and keep updated records. The incumbent will assist the PI in assembling reports to funding agencies and prepare other reports and written materials. The incumbent will develop, recommend, and evaluate operational and procedural issues. The incumbent will communicate about the program and program activities – serve as ambassador for the program to the outside world. The incumbent will coordinate internal day-to-day operations of the program by phone and email and build positive relations within the PREM team, faculty, staff, students, vendors and other internal and external entities interacting with the program.

Essential Functions:

• Processing forms and financial tracking  
• Logistical support for the program and program activities  
• Meeting and event planning  
• Assist with reporting to federal agency  
• Build internal and external relations  
• Other duties as assigned

Requirements: The Incumbent must have three years of office experience. The incumbent must have knowledge of budgetary practices and be computer competent, including Microsoft Office Program, excellent interpersonal, organizational, verbal and written communication skills, and be able to work independently. The incumbent must be able to multi-task and prioritize competing work demands and deadlines, have a good work ethic and practice of professional etiquette, interest or ability in working in a multicultural/multiethnic environment. The incumbent must be able to use discretion in handling sensitive information and maintaining confidentiality. The incumbent must be able to manage and organize programs and work in a team environment. Fingerprinting will be taken and checked by the California Department of Justice and FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Review of applications/resumes will begin October 31, 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.

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