University Consortium for Children and Families Field Education Clerk, UAS 1540
Social Work/ UCCF

Salary Range: $14.00 - $16.00/hourly

Work Schedule. This is a part-time position; 20 hours per week; Temporary; Monday – Friday hours to be determined, with occasional evenings, early mornings, and Saturdays; non-exempt position. This position is not eligible for benefits. Appointment expires on/before September 30, 2018, subject to renewal based upon funding.

Essential Functions: Under the general supervision of the Director of Field Education, the incumbent will provide advanced administrative support to the DCFS (Department of Children and Family Services) Title IV-E Stipend Program Field Coordinator and Field Liaison. The incumbent will perform clerical duties including making copies, labels, faxes, supplies, and assistance with projects and training activities; provide administrative support to the DCFS Title IV-E Stipend Program Master of Social Work (MSW) graduate students; establish a hospitable work and learning environment; administer, maintain and update graduate student intern files; assist with maintaining the DCFS Title IV-E Stipend budget by working with fiscal analyst to provide monthly report of budget status; assist Cal State LA Field Education Office with ongoing projects associated with DCFS Title IV-E Stipend Program students; use strong interpersonal skills to communicate and collaborate with Education and Licensure Section and other DCFS staff regarding graduate interns; prepare and share information regarding processing of incoming and graduating students; handle effectively a broad range of interpersonal contacts, including those sensitive in nature; schedule and coordinate logistics for interviews, weekly meetings and special events; maintain a monthly Excel database related to student learning activities and outcome incorporating charts and graphs; and administer and process monthly graduate student intern stipend checks.

Duties:

35% - Provide advanced administrative support to the DCFS Title IV-E Stipend Program Coordinator and Liaison including copies, labels, faxes, and supplies and assistance with projects and training activities.

25% - Administer, maintain and update graduate student intern files. Assist CSULA Field Education Office with ongoing projects associated with DCFS Title IV-E Stipend students. Communicate and collaborate with Education and Licensure Section and other DCFS staff regarding graduate student interns. Provide information regarding processing of incoming and graduating students.

20% - Schedule and coordinate logistics for interview, weekly meetings and special events. Maintain a monthly Excel database related to student learning activities and outcomes, incorporating charts and graphs. Administer and process monthly graduate student intern stipend checks. Assist in maintaining the DCFS Title IV-E Stipend Program budget.

15% - Provide advanced administrative support to the DCFS Title IV-E Stipend Program Master of Social Work (MSW) graduate students and establish a hospitable work and learning environment.
5%- Other duties assigned.

Requirements: The incumbent must have a high school diploma or equivalent as well as two years of experience in general office management. The incumbent must also have experience using computers and some experience handling budgets. The incumbent must have a valid California Driver License and a reliable form of transportation. The incumbent must have clerical skills including keyboarding, organization, filing telephones, good interpersonal skills, phone etiquette, service oriented, dependable, energetic, self-motivated, and Microsoft Office. The incumbent must have the ability to prioritize multiple tasks; to speak, read, and write in English; arithmetic at a level adequate to perform tasks; communicate effectively with an ethnically and culturally diverse community. 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 is responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Review of applications/resumes will begin April 10, 2018 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