Web and Curricular Support, UAS1499
Outreach and Public Relations

Salary: $12.50 - $15.00/hour

Work Schedule: This is a part-time position; 10 hours per week; non-exempt position. This position is not eligible for benefits.

Position Overview: Under the direction of the Faculty Learning Community Coordinator (FLCC), the incumbent is to develop and maintain a grant webpage to showcase and make available some of the curricular materials developed under the “First in the World: Promoting Active Learning Strategies Through the Flipped Classroom Model” grant; test activities/videos developed under the grant; literature search; and assist the FLCC with administrative tasks.

Essential Job Functions:

- Develop webpage for the project (30%)
  - Under the guidance of the FLCC, set up a dynamic webpage with information about the grant and the participating faculty members
  - Collect photos and information about research interest of the participating faculty. Post these and curricular materials developed under grant
  - Incorporate a blog in which grant faculty can post publicly and privately
  - Maintain the webpage and update

- Test out some of the activities/videos developed for the grant and assist instructors with gap analysis (35 %)
  - Test out activities developed by the instructors and give feedback on whether instructions are clear from a student perspective
  - Work with instructors to give student point of view as to what can be improved so that students can be successful in the course

- Assist the FLCC with administrative tasks (35%)
  - Assist FLCC with paperwork related to grant workshops
  - Organize meeting time via Doodle
  - Surveying faculty via Google forms
  - Literature research
Required Qualifications and Experience:

The incumbent must be a student currently attending Cal State L.A. A completed Student Enrollment application is required along with proof of course schedule to determine enrollment status and unofficial transcripts.

- Must have ability to learn and perform assigned work; follow oral instructions; work cooperatively with FLCC and project faculty; communicate effectively at all levels; read write English at a college level; and create dynamic webpages and simple but attractive graphics for use as webpages banner, icons, etc.
- Basic facility with email, word processing, Doodle, Google forms, data base search
- Must be enrolled as a Cal State LA student with a GPA of 2.75 or higher
- Completion of the Calculus sequence (MATH 206-209) and at least two of the following courses: MATH 248, PHYS 211, PHYS 212, CS 201, CS 242, ME 201 and ME204
- Knowledge of HTML, CSS, JavaScript, and/or other web programming languages
- familiarity with Drupal

Preferred Qualification:
- Student is majoring in mathematics, physics, engineering or computer science.
- Demonstrate previous experience developing webpages that use modern web-page development tools, such as HTML-5 CSS, graphics and JavaScript

Review of applications/resumes will begin April 4, 2017 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received.

A completed UAS employment application is required: http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/student_application.pdf

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.