

UAS1313; 1/20/2012

Student Assistant UAS1313
State Personnel Development Grant

Salary: \$10.00/hr

Work Schedule: Part-time, hours to be arranged; non-exempt classification. Incumbent must be a student as CSULA and unofficial Transcripts must be submitted along with application.

Typical Essential Functions: Under the general supervision, the incumbent will perform basic clerical duties such as photocopying, filing, on-campus messenger duties, mailings, answering phone calls, and other duties as assigned.

Requirements: Incumbent must a current CSULA student. Copy of transcript must be attached to application to be considered. Incumbent must be responsible, punctual, and able to respectfully interact with faculty, staff and students. Good customer services skills is required. Previous office experience is preferred but not required.

Application: Review of applications/resumes will begin January 27, 2012 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/univ/uas/hrmformtemp.php>

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.