

July 28, 2020

Center for Entrepreneurship & Innovation Center (CEI) Coordinator, UAS 1677- Revised  
College of Business & Economics

Work Schedule: This is a part-time position; Monday – Friday (hours to be determined); non-exempt position. This position is not eligible for benefits. This is a temporary appointment expiring on or before December 31, 2020 with the possibility of renewal contingent upon the availability of funds.

Salary Range: \$20.00 - \$30.00/ Hourly

Position Overview:

The Center for Entrepreneurship & Innovation Center (CEI) Coordinator position, under the supervision of the Associate Dean, will provide event coordination, clerical and administrative support functions for the CEI Center for the College of Business & Economics. Day to day work is performed independently under general supervision. Events and activities include but are not limited to CEI Speaker Series, Global Entrepreneurship Week and Business Pitch Competition.

Essential Functions:

Pre-event coordination:

- Coordinate events on campus and remotely depending upon safety and campus policy, Pre and Post-event preparation such as event themes and focus.
  - Identify and collaborate with other colleges on campus and remotely to recruit students from all disciplines to participate in events and activities.
  - Act as a liaison to the College to schedule and arrange events, design invitations, website design and updating, and related marketing materials
  - Manage administrative aspects of events by sending invitations, coordinating with attendees and guests, speakers and campus vendors.
  - Maintain communication and relationship building with speakers, donors and invited guests through social media, email and other communication channels.
- Responsible for designing and printing the materials for pre and post-event and strategic marketing for the Center.
- Work closely with the graphic designer and Marketing Communication Specialist in the college to coordinate and design the marketing plans.
- Work with on- and off-campus vendors, donor organizations and sponsors of events to identify best service prices, complying with all campus requirements for using vendors related to photography, event set up and materials, and staging props. Meet and communicate with vendors regarding event set up and presentation.

Prep + Day of event coordination:

- Coordinate on-site management for necessary set up and preparation for events including hiring staff and assigning roles, coordinating parking, directing guests and speakers, and ensuring set up is done effectively.

Post Event:

- Ensure vendor payments are made, close out all outstanding invoices and report on event expenses.
- Compare estimated with actual to identify improvements for future events.
- Work closely with the Marketing and Communication Specialist to complete all post-event marketing including social media, emails, guest and speaker thank you messages, videography and other marketing communication.
- Develop annual budget and specific budgets for events.

- Submit a report to the Associate Dean with event description, sponsor and guest information, numbers in attendance at each pre-training event, budget summary, and recommendations for the following year.
- Coordinate post-event training workshops for pitch participants and those not selected to pitch.
- Work closely with the Director of Development on event sponsorship.
- Hire student workers to assist during event planning.
- Other duties as assigned

Requirements:

Required qualifications include:

- Experience to be fully functional in all technical aspects of work assignments.
- Thorough, detailed knowledge of applicable university infrastructure, policies, and procedures.
- Thorough knowledge of English grammar, punctuation, and spelling.
- Thorough knowledge of office systems and ability to use a broader range of technology, systems, and packages.
- Ability to independently handle multiple work unit priorities and projects.
- Ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist.
- Working knowledge of budget policies and procedures.
- Ability to perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections.
- Ability to draft and compose correspondence and standard reports.
- Ability to handle effectively a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature.

The incumbent must also demonstrate an interest or ability in working in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current UAS employees who apply for the position. A completed UAS employment application is required.

Review of applications/resumes will begin July 31, 2020 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](mailto:uashr@cslanet.calstatela.edu) or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 314, 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.

Employment Application:

[http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/emp\\_loyment\\_application.pdf](http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/emp_loyment_application.pdf)