

August 3, 2020

CREST-CEaS Coordinator, UAS 1687
Mechanical Engineering

Salary Range: \$22.00 - \$26.50/hourly

Work Schedule: This is a full-time position; Monday – Friday, schedule of hours is 8:00 am to 5:00 pm; non-exempt position. This position is eligible for benefits. This is a temporary appointment expiring on or before March 31, 2021 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 management (managing and reconciliation) of the Center’s budget and for oversight of administrative operations and support staff, as well as for maintaining and tracking participant information, coordinating various meetings and events, reviewing, completing and processing paperwork related to the functions of the grant, including but not limited to: travel approval forms and claims, vendor information, purchase orders, reimbursements, check requisitions, and employment transaction reports. The incumbent will assist the PI in assembling reports to the funding agency. The incumbent will develop, recommend, and evaluate operational and procedural issues. The incumbent will build positive relations within the CREST-CEaS team and with external parties and act as ambassador for the program to the outside world.

Essential Functions:

- Forms and financial tracking (and budget reconciliation).
- Meeting and event planning.
- Assist with reporting to federal agency.
- Analyze operational and procedural issues and institute solutions.
- Proactively build internal and external relations.
- Oversight of administrative operations and support staff
- Other duties as assigned.

Requirements: Incumbent must have three years of office experience and managing budgets. The incumbent must have knowledge of Microsoft Office, excellent organizational skills, and be able to work independently. The incumbent must have a good work ethic and practice of professional etiquette. 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.

Review of applications/resumes will begin August 07, 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 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.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf