

July 30, 2020

Program Assistant [2 Positions], UAS 1686
College of Natural and Social Sciences, Freshmen Summer Fellowship Program

Salary Range: \$20.00/ hourly

Work Schedule: This is a part-time, non-exempt position, 25 hours/ week; Monday – Friday, hours to be determined. This position is not eligible for benefits. This is a temporary, three-week appointment ending on or before three weeks from the start date.

Essential Functions: Under the general supervision of the Principal Investigator (PI), the incumbent will be responsible for attending two training sessions and complete all online training assignments. Provide support and guidance for groups of students through both synchronous and asynchronous online activities. Facilitate and mediate online discussion and group activities as well answer student inquiries about assignments. Act as liaisons between students and faculty, and support the Freshman as they prepare to transition into the University. Other duties as assigned.

Requirements: The incumbent must have knowledge of Microsoft Office, excellent organizational skills, and must be able to work independently. The incumbent must have his/her own computer and internet access for all online related activities. The incumbent must demonstrate an interest and 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.

Desired Qualifications: Master's degree from an accredited college or university in any of the NSS' disciplines from Cal State LA.

Review of applications will begin August 05, 2020 and will continue until the position is filled; however, the recruitment 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.

Employment Application:

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