

5/6/2020

Project Coordinator, UAS 1682

Program Improvement and Personnel Preparation (PIPP) of Experts Working with School Age Students Who Are Blind or Visually Impaired

Salary Range: \$15.00 - \$20.00/hourly

Work Schedule: This is a part-time position; 4-8 hours/ week; Monday – Friday hours to be determined; Non-exempt position. This position is not eligible for benefits.

Essential Functions: Under the general supervision of the Principal Investigator (PI), the incumbent will be responsible for collecting, maintaining, and tracking participant information; entering data; monitoring consultant contracts; processing scholar stipends and materials requests; updating social media presence; and coordinating various meetings, and co-conducting recruitment/orientation/participant meetings.

Specific Job Duties:

- Participant tracking and entering data – maintaining and tracking participant information for federal grant as well as entering data into the federal Data Collection System. Participant tracking includes management of admissions, registrations, exit certifications and collection and maintenance of all required eligibility documents.
- Contract and stipend management - Coordinate consultant contracts/paperwork, process scholar stipends, reimbursements and course materials.
- Staff meetings, advisory meetings and recruitment/orientations/participant meetings – Support advisory board meetings and coordinate project staff meetings. Under supervision of the PI the Project Coordinator will support and co-conduct recruitment/orientation/participant meetings and co-participate in federally sponsored webinars to maintain and update working knowledge of all federal rules and regulations.
- Social media presence – posting and updating the program’s social media sites.
- Other administrative duties assigned (e.g. maintaining chart for schedule and timely completion of project tasks, making copies/scans, organizing files, etc.).

Requirements/ Knowledge:

- Office management experience required
- Knowledge of MS office, particularly MS Word, Excel and Power Point required
- High level of organization skills required
- Must be able to work independently
- Effective communication skills
- Must demonstrate an interest or ability in working in a multicultural/multiethnic environment

Preferred Skills/Knowledge:

- Ability to use Project Management systems preferred
- Familiarity with data tracking and data collection systems preferred
- Bachelor’s degree preferred

The incumbent must 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 on May 11, 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.

Employment Application:

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