CSULA Campus recruitment—Only Graduate Students currently attending Cal State L.A. may apply.

**Graduate Student Assistant, UAS 1031**
Program Evaluation & Research Collaborative (PERC)

**Salary Range:** $15.00/hour

**Work Schedule:** This is a student, part-time position; Monday – Friday; hours to be determined; 15-20 hours per week. This is a non-exempt position. This position is not eligible for benefits.

**Essential Functions:** Under the general supervision of the Director, Administrative Analyst/Specialist II and Research Assistant II in the PERC office, the incumbent will provide administrative assistance and perform basic clerical duties. Must be responsible, punctual, and able to respectfully interact with faculty, staff, and students.

**Duties:**
- Facilitate Director with organizing, managing, and delivering online professional development workshops for a pilot project in partnerships with CCOE.
- Communicate with potential workshop attendees via Zoom, phone, or email.
- Develop and maintain a filing system, process email, voicemail, etc.; run project-related errands; schedule and attend meetings.

**Requirements:**
- Must be a Graduate Student currently attending Cal State LA.
- Graduate students must have a minimum 3.75-grade point average at the time of application and enrolled full-time in a Charter College of Education major.
- Graduate students must be available during daytime and some evening/weekend hours to accommodate both office and course schedules. Flexibility with respect to the expectation of work hours is also beneficial, to not exceed 20 hours per week.
- Graduate students must be proficient with Microsoft Office programs, including Word, Excel, PowerPoint, and Outlook and videoconferencing programs such as Zoom and/or Microsoft Teams. The incumbent must be self-motivated and able to set priorities and meet deadlines in a complex work environment involving multiple projects at the same time.

**Desired Qualification:** The incumbent must have excellent communication skills, be able to manage multiple tasks consecutively. They also should 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.

Review of applications/resumes will begin on February 1, 2021, and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received.

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.

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