Salary: $15.00/hourly

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

Position Overview:
Cal State L.A. University Auxiliary Services, Inc. (UAS) is a private corporation that oversees commercial operations and provides administrative and financial support services for funded research for the Cal State L.A. campus.

Essential Functions:
The incumbent will provide clerical support to various departments within UAS. Duties include but are not limited to filing, answering phones, scanning, copying, shredding, packaging of necessary documents; running campus errands; creating spreadsheets using MS Excel; composing correspondence using MS Word; and other duties as assigned.

Requirements:
Must be a student currently attending California State University, Los Angeles. Incumbent must be detail and service oriented with the ability to: work independently; relate easily and communicate well with students, faculty and staff; sit for several hours using traditional office equipment; and lift, carry and/or deliver 25 lbs. for occasional meetings and gatherings. Demonstrated interest and/or ability to work 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 8, 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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