July 27, 2021

Administrative Support Assistant II – UAS 1069
California Social Work Education Center (CalSWEC)
School of Social Work, Rongxiang Xu College of Health and Human Services

Salary Range: $17.00 - $20.00

Work Schedule: Full-time staff position. Hours to be determined. Includes occasional evenings and/or Saturdays. Non-exempt Classification. This position is eligible for benefits. This is a temporary appointment expiring on or before June 30, 2022 with the possibility of renewal, contingent on the availability of funds.

Position Overview:
California Social Work Education Center: CalSWEC is a partnership between social work education and the publicly supported child welfare structure. Funded through federal Title IV-E grants, CalSWEC provides financial support to MSW students in exchange for a commitment to work in a public child welfare agency, within the State of California, for a minimum of one year for every year of support received.

Essential Functions: Under the supervision of the CalSWEC Project Coordinator or designee and direction of the CalSWEC Administrative Analyst, provides administrative support to the CalSWEC Faculty. The incumbent will communicate effectively with an ethnically and culturally diverse community, which includes students, University faculty and staff; will contribute to a collaborative and professional environment. The incumbent will handle student data and other sensitive records with discretion and confidentiality. He/she will assist with data entry to databases related to CalSWEC graduate student intern field experiences and learning outcomes. Duties include: Provide administrative support to the CalSWEC Field Faculty including, but not limited to producing DocuSign documents, scheduling Zoom and other meetings, creating flyers, making copies, and distributing supplies.

- Order supplies and equipment for CalSWEC staff and faculty.
- Assist in processing CalSWEC student stipends and reimbursements.
- Assist in maintaining a monthly student expense spreadsheet.
- Assist in monitoring system for tracking the hiring of CalSWEC graduates.
- Maintain and update CalSWEC student files.
- Prepare CalSWEC supply and equipment inventory.
- Assist Field Education Office with on-going projects associated with CalSWEC students.
- Perform general office duties (e.g., answering telephone calls, filing, setting up Zoom meetings, scheduling student interviews, copying).

Requirements:
- At least three years’ experience in a business, agency, and/or academic environment.
- The successful candidate will have the following requirements including proficiency in Microsoft Office, MS Access and Excel, and have knowledge of Data Base management.
• Thorough knowledge of office methods and procedures required. Must have ability to speak, read and write in English, write reports, and do mathematics at a level adequate to perform tasks.
• The incumbent must be self-motivated and be able to set priorities and meet deadlines in a complex work environment involving multiple projects.
• Letter of application; curriculum vitae; three letters of recommendation; and transcript from institution awarding highest degree.

Preferred Qualifications:
• Knowledge of University Auxiliary Services (UAS) forms and procedures.
• Bachelor’s Degree; degree in Business Administration or related field preferred, but not required.

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.

Review of applications/resumes will begin on July 30, 2021 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications/resumes are received. A cover letter and resume are required.

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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