Program Coordinator, #1214  
Chemistry and Biochemistry  

Salary Range: Hourly $25.00 to $40.00  

Work Schedule: This is part-time, non-benefitted, non-exempt position; 25 hours/week; Monday – Friday, hours to be determined. This a temporary appointment ending on or before December 30, 2023, with the possibility for renewal, contingent upon the availability of funds.  

Essential Functions: Under the direct supervision of the program director (Dr. Yangyang Liu), the incumbent will perform various clerical support for the DOE Assessment Program. The incumbent will be responsible for the day-to-day operation of the Program. Duties include but are not limited to:  

- Respond to emails and send out program announcements  
- Maintain a program website  
- Photocopying and filing various documents  
- Assist the director in filling purchase orders, travel approval forms, travel expense claim forms, and vendor information.  
- Assist the director, faculty, and students in the center with payment paperwork when needed.  
- Fulfill other duties as assigned.  

Note: Some of these job duties involve handling level 1 data.  

Requirements: The incumbent must have strong computer skills using Microsoft Office Suite, strong Excel and Adobe Suite knowledge is a plus, and pay attention to detail. The incumbent must have a working knowledge of English grammar, spelling, punctuation and proofreading; some writing and editing skills. The incumbent must have experience maintaining websites. Ability to work independently with minimal supervision; ability to complete tasks without prompting. The incumbent must also demonstrate an interest or ability to work in a multicultural/multiethnic environment.  

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 5, 2023 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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