Salary Range: $18.00 - $20.00/hourly

Work Schedule. This position is full-time; Temporary; Monday – Friday 8:00 a.m. to 5:00 p.m., occasional variations with evenings and weekends; non-exempt position. This position is eligible for benefits. This position is a grant-funded position, which expires on or before April 30, 2022, with a possibility of renewal, contingent upon availability of funds.

Position Overview: Under the joint directions of the Director of LA BioSpace and the Project Director of LA BioStart the incumbent will assist the Directors in the daily operations of several projects, LA BioSpace incubator, a LA BioStart bioentrepreneurship “boot camp” training project, and a Bioentrepreneurship Pipeline project. The incumbent will be responsible for marketing and outreach for the boot camp, event planning and scheduling (i.e., workshops, networking events), day-to-day administrative support, contacting and corresponding with partners, and managing and tracking all procurement and expenditures. Duties include: providing general clerical support; responding to questions and requests about LA BioSpace, LA BioStart, and the Bioentrepreneurship Pipeline project; scheduling meetings; taking notes during internal meetings and partnership meetings; assisting with processing all vendor payments; providing information about the projects to partners and community members; interacting with other project team members and various divisions/departments within the university; working with University Auxiliary Services, Inc., (UAS) to process purchase orders, check requests and make travel arrangements; assisting with program brochures, reports, and workshop materials; updating and maintaining the project website. The incumbent is responsible for keeping detailed and organized files of information pertinent to mentors, consultants, and participants.

Essential Functions:

- Administrative tasks, filing, email communications, processing paperwork, recording time efforts on project activities, preparing fliers and other program/project documents. Primary contact for LA BioSpace, LA BioStart Projects. Assists with the collection of data for mentors, participants, and partners for project surveys. Assists with the management of laboratory safety, safety training, hazardous materials inventories, and waste disposal, according to established standard operating procedures (SOPs). Update and maintain the project website.

- Assisting the Director of LA BioSpace and Director of LA BioStart with planning and implementing the relevant project activities, including incubator, boot camp, the pipeline project, innovation showcases and networking events, facility reservations, parking, ordering food and supplies. Participating in efforts to engage community partners in the Los Angeles ecosystem in order to promote Cal State LA BioSpace (thus occasional business-related driving is necessary). Provides logistical support for organizing and coordinating meetings and workshops.

- Other duties assigned.

Requirements: A Bachelor’s degree is required. The incumbent must have equivalent to two years of general office and/or laboratory experience. The incumbent must have knowledge of budgetary practices;
of Microsoft Office Program (Excel, Word, and PowerPoint) and online tools (Cloud storage, Google-docs, and Dropbox). The incumbent must possess excellent interpersonal, verbal, and written communication skills. The incumbent must have the ability to prioritize project deadlines and coordinate program activities. The incumbent must have a valid California Driver License, a good driving record, and insured and registered car. The incumbent must also demonstrate an interest and experience 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.

**Desired Qualifications and Experience:** A Master's degree in a science, technology, engineering, mathematics (STEM), or social science field may substitute for one year of relevant work experience. Prior experience working on grant funded projects and/or coordinating networking events or conferences.

Review of applications/resumes will begin April 08, 2021, and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. In order to be considered, please submit a cover letter and resume.

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.

Click here to apply: