Project Coordinator and Researcher, UAS 1047  
College of Ethnic Studies and Charter College of Education

**Salary Range**: $25.00/ hourly

**Work Schedule**: This is a part-time, non-benefited position. Monday – Friday, hours to be determined; non-exempt position. This is a temporary appointment ending on or before February 25, 2022, with the possibility of renewal contingent upon the availability of funds.

**Position Overview**: Under the general supervision of the Associate Dean of the College of Ethnic Studies, the incumbent will be responsible for assisting with coordinating activities related to a K-12 teacher professional development project for the College of Ethnic Studies (CoES) and the Charter College of Education (CCOE). The primary objective of the project is to develop ethnic studies curriculum and content for professional development workshops through which participating K-12 teachers will be able to develop content knowledge and supporting networks to more effectively teach ethnic studies in primary and secondary school settings. The incumbent is responsible for providing project coordination and administrative support to the Teacher Professional Development Committee, which is composed of faculty members and administrators from both CoES and CCOE as well as K-12 teacher representatives. The incumbent will conduct research tasks and facilitate the gathering of project-related data, such as information on activities that earn salary points for teachers, and will contribute to and coordinate the completion of project reports and papers. Additionally, the incumbent is responsible for working independently and in collaboration with the College of Professional and Global Education (PaGE) to coordinate outreach and marketing, and will prepare and post marketing information on social media platforms and webpages.

**Essential Functions**:

**Project Coordination and Administrative Functions**:
- Facilitate development of and adherence to a project timeline and ensure that deadlines are met.
- Organize project team meetings and record minutes.
- Facilitate delegation/assignment of tasks to project members.
- Organize and attend stakeholder meetings.
- Maintain and update project documentation including teacher contact lists.
- Provide regular progress updates.
- Work with PaGE to implement teacher professional development programming.
- Provide any essential logistical clerical support including preparing and submitting appropriate paperwork.
- Follow up on campus processes to ensure required paperwork is complete; track and adhere to campus deadlines.

**Research and Report Generation**:
- Conduct research tasks to collect project-related data and information.
- Contribute to and coordinate preparation and completion of project reports and papers.

**Outreach and Marketing**:
- Work independently and in collaboration with PaGE to coordinate outreach and marketing to teachers and administrators in schools and districts.
- Develop and post marketing information to social media and webpages.

**Other duties as assigned.**

**Desired Qualifications**:

**Required**: Three years of office experience and knowledge of Microsoft Office programs. Excellent organizational, verbal/written, and strong customer service skills. Experience conducting research tasks such as information gathering and interpretation of data. Demonstrated 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.

**Preferred:** Bachelor’s degree from an accredited college or university. Knowledge of University policies and procedures. Familiarity with K-12 education.

Review of applications/resumes will begin on May 18, 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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