CSULA Campus recruitment-Only Students currently attending Cal State L.A. may apply.

Student Assistant, UAS 1070
PREM Grant/ORSCA

Salary Range: $15.00/hourly

Work Schedule: This is a student, part-time position; 20 hours per week; non-exempt position. This position is not eligible for benefits. This is a temporary appointment expiring on or before February 28, 2022, with the possibility of renewal contingent upon the availability of funds.

Position Overview: Under the direct supervision of the Administrative Support Coordinator, the incumbent will perform various clerical support for the PREM Program/Executive Director, STEM-NET, and Dept. of Research.

Essential Functions: The incumbent will be responsible for the day-to-day clerical support of the Department. Duties include but are not limited to:
- Photocopying and filing various documents
- Assist the PREM director, PREM faculty and ORSCA coordinator in filling in forms, vendor information
- Assist the PREM director, PREM faculty and ORSCA coordinator when needed
- Fulfill other duties as assigned

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

Requirements:
- The incumbent must be a student currently attending Cal State L.A.
- Proof of course schedule to determine enrollment status. (Class Schedule)
- 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 working knowledge of English grammar, spelling, punctuation and proofreading with some writing and editing skills.
- Ability to work independently with minimal supervision; ability to complete tasks without prompting.
- It is important that the assistant be invested in the program, as he/she is an ambassador for the program to the outside world.

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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