Position Overview: Under the direction of the Program Director, FYRE@ECST Program, the incumbent will be responsible for the fiscal management of the program, event planning and scheduling (i.e. workshops, meeting), day-to-day administrative operations, and managing and tracking all procurements and expenditures. Duties include but are not limited to: preparing financial reports; maintaining program budget; preparing projections; providing general clerical support; maintaining inventory of office supplies; responding to questions and requests to FYRE@ECST; scheduling meetings; assisting with processing all vendor payments; assisting in processing student stipends; providing information about the program to students, staff, and faculty and local industry; working with University Auxiliary Services to process purchase orders and make travel arrangements; assisting with program brochures, reports, and workshop materials; updating and maintaining the program website. Finally, the incumbent is responsible for keeping detailed and organized files of all pertinent financial, students and faculty information.

Essential Duties:

30% - Clerical, day-to-day administrative duties including: answering phones, filing, email communications, processing paperwork, preparing fliers and other program documents.

30% - Financial management, including reconciling and tracking expenditures, making accurate projections, and tracking encumbrances.

25% - Assist Program Director to plan and execute program workshops and meetings, facility reservations, parking, ordering food and supplies. Provides Logistical support for organizing and coordinating meetings and workshops.

10% - Primary contact for FYRE@ECST program. Assists with the collection of student data for project surveys. Update and maintain the program website.

5% - Other duties as assigned.

Requirements: Incumbent must be a student currently attending Cal State L.A., a completed Student employment Application is required and proof of course schedule (to determine enrollment status). Incumbent must have one year of general office experience. Incumbent must be able to handle sensitive and confidential information. Incumbent must possess excellent interpersonal, verbal, and written communication skills. Applicant must be able to prioritize competing work demands and deadlines. Must have knowledge of budgetary practices and must be able to manage and organize programs. Knowledge of Microsoft Office Program (Excel, Word and Powerpoint) and on-line tools (Moodle, Google-docs) is required. Incumbent must also demonstrate an interest or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and FBI.

Review of applications/resumes will begin August 19, 2015 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed UAS Student Employment Application is required. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State L.A. University Auxiliary Services, Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032 - 8534.

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.

http://www.calstatela.edu/univ/uas/hrmformtemp.php