Student Assistant (3 positions available), #UAS1391
UAS/ORSP

Salary: $9.00 – $12.00/Hourly


Essential Job Functions: The incumbent will provide clerical support to various departments within University Auxiliary Services (UAS). Duties include but are not limited to: filing; helping with front desk coverage; copying and packaging of necessary documentations; running errands; creating spreadsheets using Microsoft Excel and composing correspondence using Microsoft Word; and perform other duties as assigned.

Required Qualifications and Experience: Must be a student currently attending Cal State L.A. A completed student employment application is required along with proof of course schedule to determine enrollment status. Incumbent must be: detail and service oriented; able to work independently; demonstrate an interest or ability in working in a multicultural/multiethnic environment; communicate effectively with students, faculty and staff. Incumbent must have the ability to sit for several hours using traditional office equipment. Able to lift, carry and/or deliver 25 lbs. for occasional meetings and gatherings.

http://www.calstatela.edu/univ/uas/doc/forms/humanresources/student_application.pdf

Review of applications/resumes will begin on April 1, 2014 and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed Employment Application is required along with attachments noted above.

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.

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. UAS is an Affirmative Action/Equal Opportunity Employer.