October 23, 2015

Student Assistant, #UAS1453
Upward Bound

Salary: $9.00 - $10.00/hourly

Work Schedule: Part-time, Monday – Friday, hours to be arranged; non-exempt classification.

Essential Job Functions: Under general supervision of Office Manager, Academic Coordinator and Director, the incumbent will perform various clerical tasks.

Duties include but are not limited to:

- Answering phones, directing calls, taking messages.
- Greet and direct clients
- Typing,
- Filing
- Performing data entry (attendance rosters, grades, etc.)
- Book inventory
- Supply inventory
- Running errands
- Collecting daily attendance
- Copy request
- Perform other duties as assigned

Required Qualifications and Experience:

- Must be enrolled in the university
- Attention to details
- Knowledge of computers (Word, Excel, PowerPoint, Publisher)
- Ability to type 45 wpm
- Must have a working knowledge of English grammar, spelling, punctuation and proofreading
- Ability to work independently with minimal supervision
- Take initiative in a leadership role
- Ability to complete task without prompting
- Prefer one year of office or clerical experience

Fingerprinting will be taken and checked by the California Department of Justice and FBI.

Review of applications/resumes will begin October 30, 2015 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received.
You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA 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.