Salary: $9.00 - $15.00/hourly; non-exempt student classification

Work Schedule: Half-time, hours to be arranged; non-exempt classification. Appointment expires on/before August 31, 2015, subject to renewal of grant funding and mutual satisfaction.

Essential Job Functions: Under the general supervision of the Academic Coordinator, the incumbent will have direct contact with grant participants by informing them of different academic, workshops, and events on campus. Incumbent will perform a variety of duties, which may include but are not limited to the following: typing, filling, emailing, distributing internal correspondence, calling and answering phones; maintaining accurate records in the TRiO DSSS files; maintaining up-to-date information in the OSD/DSSS database and data input; assisting participants with completion of OSD/DSSS forms and registration; providing proctoring services to the TRiO participants; assisting in the preproduction work for publications, posters, brochures, and workshops; providing guidance to participants in course selection and planning; scheduling appointments with OSD/DSSS staff; and other duties as assigned.

Required Qualifications and Experience: Must be student currently attending California State University, Los Angeles. A completed student employment application is required along with proof of course schedule to determine enrollment Status. Knowledge of campus office policies and procedures; advanced writing skills; knowledge of General Education requirements; Advance knowledge of Golden Eagle Territory (GET), Microsoft Office, and some knowledge of the types of adaptive technology; and some knowledge of design graphics, lettering, layout and paste up. Fingerprints will be taken and checked by the California Department of Justice and the FBI.

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

Review of applications/resumes will begin on July 23, 2014 and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed Student 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.