April 14, 2014

UCCF FIELD EDUCATION CLERK, UAS 1403
UCCF Center on Child Welfare

Salary Range: $14.00 - $16.00/Hourly.

Work Schedule: Full time, Monday - Friday 8:00 am to 5:00 pm with occasional evenings, early mornings and Saturdays, non-exempt classification. This position includes benefits. Work location is at California State University, Los Angeles. Appointment expires on/before June 30, 2014 and is subject to renewal depending on the availability of funding.

Essential Functions: Under the general supervision of the Director of Field Education, the incumbent will provide advanced administrative support to the University Consortium on Children and Families’ (UCCF) Field Coordinator and Field Liaison at Cal State L.A. The incumbent will provide administrative support including copies, labels, faxes and supplies and assistance with projects and training activities; provide administrative support to UCCF Master of Social Work (MSW) graduate students who are interning at the L.A. County Department of Children and Family Services (DCFS); establish a hospitable work and learning environment; administer, maintain and update graduate student intern files; assist Cal State L.A. Field Education Office with on-going projects associated with UCCF students; use strong interpersonal skills to communicate and collaborate with Education and Licensure Section and other DCFS staff regarding graduate student interns; prepare and share information regarding processing of incoming and graduating students; schedule and coordinate logistics for interviews, weekly meetings and special events; maintain a monthly Excel database related to student learning activities and outcome incorporating charts and graphs; administer and process monthly graduate student intern stipend checks; and other duties as assigned.

Duties include but are not limited to:

- Provide advanced administrative support to the UCCF Coordinator and Liaison including copies, labels, faxes and supplies and assistance with projects and training activities. (30%)
- Provide administrative support to UCCF Master of Social Work (MSW) graduate students who are interning at the L.A. County Department of Children and Family Services (DCFS) and establish a hospitable work and learning environment. (10%)
- Administer, maintain and update graduate student intern files. (10%)
- Assist CSULA Field Education Office with on-going projects associated with UCCF students. (10%)
- Use strong interpersonal skills to communicate and collaborate with Education & Licensure Section and other DCFS staff regarding graduate student interns. (10%)
- Prepare and share information regarding processing of incoming and graduating students. (5%)
- Schedule and coordinate logistics for interviews, weekly meetings and special events. (5%)
- Maintain a monthly Excel database related to student learning activities and outcomes, incorporating charts and graphs. (5%)
- Administer and process monthly graduate student intern stipend checks. (5%)
- Other duties as assigned. (10%)
Requirements: High school diploma or equivalent and two years of experience with general office management. Incumbent must possess: command of clerical skills including keyboarding, organization, filing, and experience using computers; good interpersonal skills and phone etiquette. Must be service oriented, dependable, energetic, and self-motivated with the ability to prioritize multiple tasks; and be proficient with Microsoft Office. The ability to: speak, read and write in English; perform arithmetic at a level adequate to perform tasks; and communicate effectively with an ethnically and culturally diverse community. Demonstrated interest and/or ability to work in a multicultural/multiethnic environment and reliable transportation. Offer of employment will be contingent upon Live Scan clearance. Fingerprints will be taken and checked by the California Department of Justice and the FBI. Incumbent is responsible for the fingerprinting fees.

Review of applications/resumes will begin April 21, 2014 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received.

http://web.calstatela.edu/univ/uas/doc/forms/humanresources/employment_application.pdf

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.