



Scheduling and Office Coordinator

The Scheduling and Office Coordinator at the Fielding School of Public Health (FSPH) is essential in managing both graduate and undergraduate course schedules. They act as the primary liaison for coordinating space reservations with various campus units. Additionally, they provide administrative support to the Office of Undergraduate Student Services.

If you have experience or knowledge in the following, you are encouraged to apply.

- Bachelor's Degree or equivalent combination of education and experience.
- 1-3 years Experience working in student services/affairs or university setting.
- Demonstrated knowledge of and sensitivity to the needs of university students from diverse background.

Hybrid/Remote Work Will Be Considered

Expected Salary Range: \$33.52 - \$37.35 Hourly
Actual salary offers consider factors, including budget, experience, & skills.

Apply at: <https://jobs.ucla.edu/jobs/4723>
Req NUMBER: **4723**

UCLA offers full benefits on day one with a generous benefits package that includes medical, vision, dental, UC Retirement Plan 14 paid holidays and so much more!

