

Los Angeles Trade-Technical College Career Center | E5-413  
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## Administrative Assistant

### Part Time

<b>Job Title:</b>	<b>Resource Center Manager</b> (posted 3/16)	<b>Job Number: 5651</b>
<b>Hours/Days:</b>	Monday- Friday	<b>Salary: \$15/hr.</b>
<b>Approximate Location:</b>	Los Angeles	
<b>Requirements:</b>	<p><b>Skills Requirements:</b> Strong Organization skills; Ability to multitask; Ability to prioritize work; Attention to detail; Microsoft Office; Effective communication; Adaptability; Critical thinking.</p> <p><b>Job Description:</b> This position is a part time job for candidates 18 years of age and older. This position will train you to develop strong administrative skills in operate as URU's resource administration manager. Responsibilities include filing paperwork, answering phone calls, preparing documentation and managing the calendar of events. A resource manager's main function is to organize, update, and make community resources easy accessible to South Central residents and URU's community partners.</p>	