

JOB OPPORTUNITY  
UNIVERSITY OF CALIFORNIA  
HANSEN RESEARCH AND EXTENSION CENTER

Title: Facility Coordinator

Salary (per hour): \$18.42 Min to \$21.85 Mid

Location: Ventura County

Requisition #20170224

Position coordinates use of the facility for events, meetings and activities and participates with logistical planning; provides administrative/business support including but not limited to purchasing, processing of financial documents, data entry and reporting, coordinates supplies and equipment storage and use; record keeping; reception duties; coordinates housekeeping to provide neat/orderly environment for staff and visitors; assists with security protocols; provides administrative support to Center Management; and assists in maintaining a safe workplace environment for employees and visitors.

For job posting and application click link below:

<https://jobs.ucop.edu/applicants/Central?quickFind=60386>

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