



Lactation Education

Lactation Project Coordinator Job Description

Responsibilities include:

- Assist, as needed, with the administration and implementation of the curriculum and non-curriculum tasks relating to the Human Lactation offered at the HHD College, including but not limited to:
 - Assisting with the processing of the University Cooperation (TUC) related paperwork.
 - Assisting with the coordination of lactation project activities
 - Conducting information sessions regarding lactation courses both at CSUN and local community colleges and maintaining attendance sheet records.
 - Helping with data collection for yearly reports to the granting agency.
 - Responding to phone calls, emails and face to face inquiries regarding project's activities
 - Maintaining and updating Lactation Education website

Education

- Bachelor's degree preferred

Experience

- At least four years work experience preferred

Skills and requirements

- Strong written or oral communication skills
- Proficient in Word, PowerPoint, WebOne, and Excel
- Organized, reliable, hardworking, self-directed individual
- Interest in promoting training for lactation professionals preferred

Compensation

- \$18- \$20 per hour

Work Schedule

- 18- 20 hours a week
- Mondays, Wednesday and Fridays: 10:00 am – 5:00 pm preferred

How to Apply

1. Go to the Campus HR employment page
2. <http://www.csun.edu/careers/>
3. Select the option below
4. Join the Matadors External Applicants
5. Scroll to the bottom of the page and select the image
6. Join the Matadors External Applicants
7. 4. Select and apply to: Job ID 8223 (Job title: Lactation Project Coordinator/Department: Grant and Contracts).