



Non Traditional Student Center Graduate Assistant

The Non Traditional Student Resource Center serves students who are undergraduates aged 25 and above, graduate students aged 29 and above, students who are parenting, or partnered.

Department Mission: The Women, Gender, and Sexual Equity Department uses a feminist approach to provide support, advocacy, resources, and education to the UCSB community. We value and respect all gender identities and presentations, bodies, sexual expressions, and racial and ethnic identities while challenging all forms of oppression. We work towards creating a campus environment that is safe, equitable, and just.

Student Affairs Mission: The Mission of the Department of Student Affairs is to anticipate, plan for, and respond to the needs of a diverse and changing student body by providing services and programs that promote physical and emotional well-being and fostering intellectual and personal development. Divisional efforts to meet students' needs are intended to create a supportive and challenging learning environment and a sense of community essential to advancing the University's goals of excellence in education, research, and public service.

The Position: The Graduate Assistant will report to Kim Equinoa, Assistant Dean of Students. The Non-Traditional Student Resource Center (NTSRC) Graduate Assistant is responsible for the direct supervision of a team of three student staff tasked with the programming for and staffing of the NTSRC. The Graduate Student is not responsible for direct programming but instead supporting the student staff in programming efforts and promoting the NTSRC, its projects, and helping to shape the direction of the office and mission. Responsible for collaborating with affiliated departments and addressing needs of the Non Traditional Student population.

Responsibilities: (Duties may include but are not limited to)

- **Supervision:** Responsible for supervising a team of student staff members, and scheduling and attending weekly staff meetings and bi-weekly individual supervision meetings.
- **Programming:** Responsible for overseeing and supervising staff programs from start to finish. This includes *supervision of* organizing, preparing, networking, working the event, and conducting post-event evaluations.
- **Program Evaluation:** Responsible for supporting and promoting assessment of Non Traditional student events, and measuring the effectiveness of programming efforts. Responsible for modifying programs based on assessment outcomes.
- **Financial Management:** Responsible for assisting with planning quarterly program budgets for the NTSRC programs and events.
- **Resource Center Management:** Provide oversight to the Non Traditional Student Resource Center space and ensure the Center is accessible and staffed appropriately by intern team.
- **Collaboration/Outreach:** Responsible for working with other departments within the Division of Student Affairs to provide a diverse array of events and programs for the NTSRC constituents. Responsible for representing the NTSRC and its mission within the UCSB and broader communities.



Graduate Assistant Employment Application

Please return completed application and statement of interest to the Women’s Center, SRB 1220, by **Wednesday, October 25, 2017 at 4:00pm** or you may email your application to **Kim Equinoa at kim.equinoa@sa.ucsb.edu**

Name: _____ Perm #: _____

Email: _____ Phone: _____

Local Address: _____

Currently working at UCSB? _____ (If yes, what dept?)

Have you worked at UCSB? _____ (If yes, what dept?)

Program at UCSB: _____

Year in School: _____

Expected quarter/year of graduation? _____

Do you have a Work Study allotment? _____

CONDITIONS OF EMPLOYMENT:

- Be a current UCSB graduate student in good standing
- Work a minimum of 10 hours/week that includes potential Friday, evening shifts, and possible weekends
- Willingness to work during after hours programs, finals week and tabling events
- Attend once a week student staff meeting.

APPLICATION PROCESS

Return your completed application packet by Wednesday, October 25, 2017 at 4:00pm.

A complete packet includes:

- Application (this form)
- Statement of Interest (please see information on second page of this application)
- Resume/CV with list of references and contact information (two required)

A position in WGSE is contracted for one academic year. Employment continuation is contingent upon performance evaluations and reapplication. The GA position pays at a rate of \$16.00 per hour.

I certify that all answers and statements on this application are true to the best of my knowledge.

Signature: _____ Date _____

Requirements:

- Admitted to UCSB graduate program and enrolled in a graduate course of study
- Able to work a 25% appointment (10 hours/week) for each 2017-2018 academic quarter
- General preference will be given to students with supervision or oversight experience.
- Must be an assertive communicator, willing to join a fast-paced but close-knit team of staff members
- Superb time management skills required

Qualifications:

- Experience working with students of diverse educational, racial, ethnic, gender, sexual, ability, and cultural backgrounds
- Excellent written and oral communication skills
- Superb organizational skills and high initiative level
- Strong leadership abilities
- Demonstrate commitment to working towards social justice

Statement of Interest:

In one page, please address your interest in working for WGSE's Non Traditional Student Resource Center, what you can bring to the graduate assistant position, and how such a position may assist your professional goals. Submit your statement of interest with the employment application cover sheet and a current resume/CV either in hard copy or via email by **Wednesday, October 25, 2017 at 4pm.**

