

Transfer Student Center Graduate Student Program Assistant

Description:

The University of California, Santa Barbara Transfer Student Center seeks one 50% time Graduate Student Program Assistant (also known as the Graduate Student Mentor) for a center dedicated to supporting the success of current and future transfer students. The UCSB Transfer Student Center supports the academic success and well-being of UCSB's transfer students by fostering diversity, providing peer support networks, connections to the campus community, access to resources, relevant programs, and academic advising.

The graduate student hired for this position will be critical to Center operations. For example, the Graduate Student Program Assistant will provide mentoring to undergraduate transfer students, assist in the development and promotion of the Center, and participate in special projects to enhance transfer student success. Special projects include the ability to contribute and deliver new programming ideas. This position also works substantially with the Transfer Student Center Mentoring Program on recruitment, mentor matching, logistical support, and general oversight.

Note: This role will be adapted to conform with the social distancing order of the University and work will be conducted remotely until further notice. This, of course, changes the work to a degree. We are looking for someone who would be comfortable in this role knowing it will start as 100% remote and likely move to a variation of remote and in person. It will be the candidate's opportunity to craft and contribute interesting and relevant programming in both settings.

Job Responsibilities:

- Provide mentoring to TSC peer educators and transfer students who utilize Center space and services;
- Working with the TSC Student Activities Coordinator and Director, develop and assist in the coordination of Center workshops, programs, and activities;
- Coordinates the TSC Mentoring Program with assistance from professional staff;
- Assists in developing marketing materials for the Center and managing social media platforms;
- Provide updates and engages with Emma email platform, GauchoSpace, and the TSC website when necessary;
- Provide administrative support for the Center space;
- Along with the TSC Student Activities Coordinator, carry out special projects and coordinate partnerships as necessary to enhance student outcomes and academic success; and
- Assist in the continued development and promotion of the Transfer Student Center.

Required Qualifications:

- Currently enrolled UCSB graduate student making normal progress towards the graduate degree as outlined by Graduate Division;
- Ability to demonstrate cross-cultural sensitivity and interact with diverse populations;
- Excellent interpersonal and written/oral communication skills;
- Ability to prioritize and complete multiple projects;
- Knowledge of campus departments/units and resources;
- Ability to work 50% time (20 hours) between 9 am – 5 pm with occasional evening hours; and
- Ability to attend weekly staff meetings.

Desirable Qualifications:

- Extensive experience working with undergraduate students;
- Experience with Microsoft and Google Suite, graphic design software and marketing;
- Knowledge and understanding of transfer student experiences and a passion for promoting access and equity in higher education; and
- Former undergraduate transfer student.

The University of California is an Equal Opportunity/Affirmative Action Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Compensation and Title:

Hourly Rate: \$25/hour

Working Title: Student Assistant*

*Please note that this payroll title does not qualify you for fee remission.

To Apply: A completed application packet includes:

- Cover letter
- Curriculum vitae (most recently updated)
- List of 3 references (name, relationship, and contact information only)
- One letter of recommendation from a former supervisor, advisor or related

Please submit your completed application in the order above as a single PDF and emailed with *"TSC Graduate Student Program Assistant"* subject line to:

Kari Weber, M.A.

Student Activities Coordinator

kjw@ucsb.edu

transfercenter.ucsb.edu

Consideration for applicants will close on **July 6th, 2020 by 5pm PST.**