

## **ONDAS Student Center Graduate Student Program Assistant**

### **Description:**

The University of California, Santa Barbara ONDAS Student Center (OSC) seek one 50% time Graduate Student Program Assistant (also known as the Graduate Student Mentor). The ONDAS Student Center promotes the success and retention of first-generation college students with an emphasis on the first-year transition and underrepresented student experience. We provide mentoring and academic support in a learning-centered space for students to connect with faculty, staff, and peers in order to grow personally and excel academically.

In partnership with numerous departments and units across campus, the Center provides programming, workshops, and activities to support the successful adjustment of first-year students to UCSB. The graduate students hired for this position will be a critical component of Center operations. For example, Graduate Student Program Assistants will provide mentoring to undergraduate students, assist in the development and promotion of the Center, provide administrative support, and participate in special projects to enhance student success.

*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 OSC Peer Mentors and students who utilize Center space and services;
- Assist the Student Activities Coordinator in overseeing the tasks of Peer Mentors; delegate appropriate tasks to Peer Mentors; review and provide constructive feedback on Peer Mentor work/projects;
- Working with the OSC Director and Student Activities Coordinator, assist in the coordination of Center workshops, programs, and activities; communicate with Center partners; assist in developing materials for programming; organize program data;
- Research and assess the needs of the OSC student population; works with Director and Coordinator to develop programming to support these needs; develops relevant programming that draws on academic knowledge and personal experience;
- Develop marketing materials for the Center and assist in managing social media platforms; research effective marketing strategies for outreaching to UCSB students; participate in Center outreach at campus events;
- Provide updates on the OSC website when necessary;
- Provide administrative support for the Center space; helps maintain organization and cleanliness of the Center;
- Along with the OSC Director and 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 ONDAS Student Center.

**Required Qualifications:**

- Currently enrolled UCSB graduate student during the time of appointment with a minimum 3.0 GPA, 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 communication skills;
- Ability to prioritize and complete multiple projects;
- Knowledge of campus departments/units and resources;
- Ability to work up to 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 diverse undergraduate student populations;
- Experience with graphic design software and marketing;
- Understanding of first-year and first-generation college student experiences; and
- Former undergraduate first-generation college 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

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
- One letter of recommendation
- List of three references (name, contact information, relationship)

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

Malaphone Phommasa, PhD  
Director, Academic Success Initiatives  
mphommasa@ucsb.edu  
[www.ondas.ucsb.edu](http://www.ondas.ucsb.edu)

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