Undergraduate Student Evaluation Assistant  
Center for Science and Engineering Partnerships (CSEP)

Job Description:
The Evaluation Assistant will help the CSEP Evaluation Team with data collection, processing, and written professional communications such as report writing and editing. Assignments will contribute to CSEP’s mission of implementing and evaluating STEM educational programming. The ideal candidate is comfortable with Microsoft Office (Word, Excel, PowerPoint) and doing basic data entry and processing in Excel.

Specific responsibilities may include any combination of the following on an as-needed basis:
- Assist with report and other document writing, editing, and proof reading
- Collect evaluation and/or tracking data
- Enter, clean up, and summarize quantitative and qualitative data
- Create graphs, visualizations, and figures
- Other administrative tasks such as collect participant lists and contact information, make surveys available online, schedule interviews/focus groups, test online forms and portals, and reserve rooms

Qualifications and experience desired:
- Able to demonstrate strong writing skills - Professional Writing minor is encouraged
- Organization and time management skills necessary to manage multiple projects
- Using Excel to do basic data counts and percentages

Start Date: February 7, 2022  
End Date: June 30, 2022, with renewal option through September 30, 2022  
Title: Student Assistant  
Pay rate: $15.00 per hour, to start  
Hours per week: 10 hour per week minimum, 15 hour per week maximum.

To apply, please email cover letter and resume to: aguirre@ucsb.edu