



Position Announcement:

Student Assistant for Education Outreach

Job overview: Each quarter during the academic year, the Center for Science and Engineering Partnerships (CSEP) hosts outreach events intended to engage pre-college students in STEM. These outreach happen at UCSB and off-campus. **The student assistant will assist the Program Director with outreach preparation and materials management; if the student's schedule is open, the student assistant may also attend the outreach events.** This position is a great opportunity for a student to learn more about event planning and STEM outreach. The student assistant is responsible for several key aspects of the management of the events. These includes (but are not limited to):

- Promote events through email correspondence, creating flyers and populating the event website and calendar
- Ordering, organizing, and keeping outreach materials in stock
- Keeping CSEP Supply closet organized and tidy
- Checking materials in and out for loans
- Update and enter data from event evaluation forms
- Book on campus rooms and order food if needed

The ideal candidate will be available to work 5-10 hours/week, Fall-Spring quarters and be free to work most outreach events. Event times will vary but are typically on-campus Thursday mornings 9am-12pm, off-campus evenings Tuesday, Wednesday, Thursdays, and on-campus Saturdays 9/24, 10/1, 10/8, 10/15, 10/22 and again for 5 Saturdays starting 1/28. Attending events is not necessary, but preparing materials prior to event is. Pay rate is \$11-13/hour depending on experience.

Preferred qualifications:

- Pursuing an undergraduate degree at UCSB
- Reliable/dependable
- Good communicator
- Skills in organizing and managing materials
- Detail-oriented
- Some familiarity with MS Excel

To apply, please email a resume and unofficial transcript (including Fall 2016 class schedule) to:

Wendy Ibsen, Program Director <ibsen@cnsi.ucsb.edu>