



## Position Announcement:

### Student Assistant for Professional Development Programs

**Job overview:** The Center for Science and Engineering Partnerships (CSEP) hosts a suite of workshops, seminars and events intended to help graduate students and postdoctoral scholars in science and technology fields develop their professional skills and explore their professional options. **The student assistant will assist the Program Director and the Program Evaluator with general event and program support.** This position is a great opportunity for a student to learn more about developing professional skills and planning their own career path while also learning about event planning, management, and evaluation. The student assistant will be involved in planning and brainstorming meetings for the program and will be responsible for several key aspects of the management of the events. These includes (but are not limited to):

- Promote events by creating flyers and populating the events website and calendar
- Set up/tear down snack table and registration station
- Check in attendees at the door
- Hand out and collect event evaluation forms
- Perform data management tasks in the attendee database

The ideal candidate will be available to work 5-10 hours/week, Fall-Spring quarters, and be free to work most events. Event times will vary but are typically weekly/bi-monthly on Tues-Thurs afternoons. Pay rate is \$11-13/hour depending on experience.

Preferred qualifications:

- Pursuing an undergraduate degree at UCSB
- Reliable/dependable
- Good communicator
- Experience in customer service or crowd management is a plus
- Detail-oriented
- Some familiarity with MS Excel

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

Ellie Sciaky, Program Evaluator ([ellie@cnsi.ucsb.edu](mailto:ellie@cnsi.ucsb.edu))

Arica Lubin, Program Director ([alubin@cnsi.ucsb.edu](mailto:alubin@cnsi.ucsb.edu))