



Position Announcement:

Student Assistant for Undergraduate Programs

Job overview: The Center for Science and Engineering Partnerships (CSEP) offers a number of internship programs for community college and UCSB undergraduate students. Most programs offer research experiences at UCSB. Currently, CSEP is launching a new effort to connect undergraduates with local industry partners towards securing internships. All programs include training in non-technical skills through courses or ad-hoc workshops.

The student assistant will work with the Undergraduate Program Coordinators with general event and program support. This position is a great opportunity for a student to learn more about marketing, program management, and event planning. The student assistant will be responsible for several aspects of program management, which include (but are not limited to):

- Promote programs by creating flyers, populating the program website, scheduling recruiting events and emailing informational materials
- Assist in student selection by printing and organizing all application materials, and maintaining communication with students
- Update all program materials (i.e., contracts, waivers, etc)
- Support “Workplace and Internship Skills” (Fall) and “Practice of Science” (Spring) courses by helping with scheduling of instructors, classroom setup, print of instructional materials

The ideal candidate will be available to work 5-10 hours/week, Fall-Spring quarters. The appointment may be extended over the summer by mutual agreement. 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 Office

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

Stephanie Mendes, Program Coordinator (mendes@cnsi.ucsb.edu)

Maria Napoli, Program Coordinator (mnapoli@cnsi.ucsb.edu)

Wendy Ibsen, CSEP Program Assistant Director (ibsen@cnsi.ucsb.edu)