Description:

The University of California, Santa Barbara Transfer Student Center seeks Undergraduate Peer Educators (5-10 hours/week) for a center dedicated to supporting the success of current and future transfer students. The Transfer Student Center is a space for UCSB’s transfer students to make connections: with other students, with the resources across campus, and with pathways to academic and career success.

Students hired for these positions will be critical components of Center operations. For example, Peer Educators will provide mentoring to fellow undergraduate transfer students, support Center workshops and activities, and assist in the development and promotion of the Center.

Job Responsibilities:

- Provide mentoring to transfer students regarding various aspects of university life (i.e., academic, social, financial, etc.);
- Assist in Center programming (workshops, socials, & activities) and will be provided the opportunity to develop new programs;
- Provide general academic advising;
- Perform administrative duties (i.e., checking students into advising appointments, ensuring that Center space is properly utilized, maintaining Center orderliness, etc.); and
- Assist in the continued development and promotion of the Transfer Student Center.

Required Qualifications:

- Currently enrolled transfer student in their 2nd year+ at UCSB during the time of appointment;
- Ability to demonstrate cross-cultural sensitivity and interact with diverse populations;
- Excellent interpersonal and written/oral communication skills;
- Ability to work 5-10 hours/week; and
- Ability to attend weekly staff meetings.

Desirable Qualifications:

- Previous experience working with students;
- Experience planning and coordinating activities;
- Experience with graphic design software, marketing and social media;
- Experience using the Microsoft Office Suite and Google Drive;
- Knowledge of campus departments/units and resources; and
- Ability to be flexible and take initiative.

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: $12/hour
- Working Title: Peer Educator
- Can be applied towards Work-Study

To Apply:

Click here: [https://orgsync.com/167677/forms/309763](https://orgsync.com/167677/forms/309763)

You will be prompted to sign in to OrgSync using your UCSB Net ID if you are not signed in already. Once you’ve logged in, click the link to apply. Upload the following application materials in the order indicated and as separate PDF files. A completed application includes:

- Cover letter (expresses why you are interested in the position and prior education/experiences that qualify you for the position)
- Résumé (most recently updated)
- List of 3 references (name, relationship, and contact information only)
- One Reference Sheet filled out by someone who can speak to your work ethic (i.e. graduate/TA, faculty, current or past employer...etc.) Send them [this link](https://example.com) to fill out. They do NOT have to have a UCSB Net ID or be associated with the university to complete the form. Pro-tip: In an email to your reference, explain a little about the postion and why you think they would be willing and able to complete this form for you.

If you have any questions, please feel free to contact:

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