

2013-2014

On-Campus Job Opportunities



**ON-CAMPUS
JOBS
FAIR**

**October 24, 2013
Thursday
Kerckhoff Grand
Salon (Room 248)
11:30 am-2:30 pm**

 **UCLA Career Center**
Excellence. Delivered.
A Department of Student Affairs

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**UNDERGRADUATE
STUDENTS
ASSOCIATION
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FINANCIAL SUPPORTS COMMISSION

Presented by Financial Supports Commission and UCLA Career Center

Athletics Peer Learning Lab (APLL)

Job Opportunities:

- The Athletics Peer Learning Lab seeks UCLA undergraduates to facilitate group and individual peer learning sessions for student-athletes. Most facilitators are assigned to provide learning guidance for lower-division, General Education courses, but opportunities are also available to facilitate select introductory math/science courses, academic writing, and upper-division courses. We are looking to hire students who have good interpersonal skills and would enjoy helping other students succeed.

Minimum Qualifications:

- Registered undergraduate at UCLA in Fall 2013
- Overall GPA of at least 3.25
- Commitment to attend the entire initial training, as well as ongoing trainings scheduled each quarter
- Commitment to maintain a regular work schedule and facilitate weekly peer learning sessions from Weeks 2 – 10 each quarter during lab hours: Mondays – Thursdays between 5:30 pm – 9:20 pm
- Willingness to provide all types of peer learning offered through the labs as assigned, including facilitating group, individual, and/or drop-in appointments and working with the diverse students served by the Athletics Peer Learning Lab

How to apply:

- Applications for Winter 2014 are available by request (apll@athletics.ucla.edu) and are posted online. To download an application, please visit our website at http://www.uclabruins.com/ViewArticle.dbml?&DB_OEM_ID=30500&ATCLID=208272552

Application deadlines:

- Applications are accepted on a rolling basis for Winter 2014. The application deadline for the 2014-2015 school year will be determined in the upcoming months.

Contact Information:

- Phone Number: 310-206-7526

Additional Information:

- Salary:
 - \$13.24 per hour for individual sessions, trainings, preparation, and reporting activities.
 - \$17.76 per hour for group sessions.

Dashew Center for International Students & Scholars

Job opportunities:

- Front Desk Student Staff Positions
- Programming Student Staff Positions

Minimum Qualifications: N/A

How to apply:

- Check the UCLA Work Study website for details

Application deadlines:

- Hiring on rolling basis as positions become available

Contact Information:

- Phone Number: (310) 825-1681

Additional Information:

- Must have an interest in working with international students

Early Care and Education

Job opportunities:

- Student classroom assistant

Minimum Qualifications:

- Speak, read, and write English
- Use kitchen utensils and appliances safely and appropriately.
- Relate to children two months to six years old for supervision of indoor and outdoor activities, toileting, meals, snacks, and nap time.
- Act quickly in hazardous situations and provide first aid in emergencies.
- Work cooperatively with other staff in the child care program.
- Physical ability to lift and carry 40 pounds

How to apply:

- Visit www.ece.ucla.edu. Click on Employment Opportunities > UCLA students

Application deadlines:

- Ongoing

Contact Information:

- Email: lfroid@ece.ucla.edu

Events Transportation

Job opportunities:

- Parking Attendant: Sell daily parking permits for visitors, social events, and sporting events, while representing UCLA as a Campus Ambassador.
- Events Team: Set up event signs directing visitors to specific parking lots, control traffic, and provide Emergency Traffic Support

Minimum Qualifications:

- Must be enrolled as a student at UCLA
- Customer Service Skills
- Cash Handling Skills
- For ET Positions: Driver's License required.

How to apply:

- Fill out the online application at www.transportation.ucla.edu

Application deadlines:

- Applications welcomed year round

Contact Information:

- Phone Number: 310-825-1386 or 310-825-1286

Additional Information:

- Starting Pay Rate \$9.37/ hr

Financial Aid Office

Job opportunities:

- ❑ Work Study positions to assist with various tasks within the office, such as filing, answering phone calls, seeing students at the counter, etc.

Minimum Qualifications:

- ❑ Must have been offered Work Study award via eFAN
- ❑ Must be able to work between 15-20 hours per week
- ❑ Must have GPA of at least 2.0

How to apply:

- ❑ Students can apply through the work study link on www.fao.ucla.edu

Application deadlines:

- ❑ General Work Study deadline is listed on the fao.ucla.edu web page
- ❑ For the 2013-2014 Academic Year, the deadline to apply and be placed in a Work Study position is 12/17/13.

Contact Information:

- ❑ finaid@saonet.ucla.edu

Office of Residential Life

Job opportunities:

- ❑ Resident Assistant (RA)
- ❑ Office Assistant (OA)
- ❑ Hill Government Representative (HGR)
- ❑ Resident Learning Center Consultant (RLCC)
- ❑ Learning Center Consultant (LCC)
- ❑ Computer Support Technician (CST)
- ❑ Resident Technology Supervisor
- ❑ Program Support Technicians (PST)
- ❑ iMedia Supervisors (Graduate, Video Production, Social Media)
- ❑ iMedia Assistants (Video Production, Social Media, Graphics, Still Photography, Computer Support)

Minimum Qualifications:

- ❑ Full-time student for most positions (see website for details)

How to apply:

- ❑ Please visit our website at <https://www.orl.ucla.edu/employment/student>

Application deadlines:

- ❑ See website for details, as each position has its own timeline and deadlines.

Contact Information:

- ❑ Email: recruitment@orl.ucla.edu

UCLA BruinCorps

Job opportunities:

- Tutoring positions in under-resourced communities

Minimum Qualifications:

- Work-Study
- 3 quarter commitment/10hrs. a week
- Experience working with kids
- Strong communication skills
- Able to work well in groups

How to apply:

- Applications available in SAC B28

Application deadlines:

- All programs begin October 2013, but spots are filled on a rolling basis

Contact Information:

- Phone Number: 310-794-5686

Additional Information:

- Competitive hourly wage
- Leadership opportunities
- In-class experience
- Mileage reimbursement

UCLA Career Center

Job opportunities:

- No jobs are currently available. However, we periodically hire work-study students and have an annual "Peer Advisor" program.

Minimum Qualifications: Varies

How to apply:

- For work-study positions: Apply through the Work-study office (Positions advertised on BruinView)
- For the Peer Advisor program: applications are gathered and interviews done every spring quarter through the Career Center website.

Application deadlines: Varies

Contact Information:

- Email: jcoate@career.ucla.edu

UCLA Dining Services

Job opportunities:

- Assistant II positions: Students assist with providing customer service to guests, serving food, and light cleaning.

Minimum Qualifications:

- We are looking for students with great customer service skills and who are eager to learn new skills.

How to apply:

- See a manager at one of the dining locations or contact Luis Martinez at lmartinez@ha.ucla.edu

Application deadlines: N/A

Contact Information:

- ❑ Email: luismartinez3937@sbcglobal.net

UCLA Office for Students with Disabilities (OSD)

Job opportunities:

- ❑ Volunteer Notetakers: Each year, over 700 students volunteer to provide a copy of their notes for the Office for Students with Disabilities (OSD).

Minimum Qualifications:

- ❑ Notetakers must be enrolled in the classes for which they provide notes for and in good standing with the University.

How to apply:

- ❑ Please visit: www.osd.ucla.edu for more information

Application deadlines:

- ❑ No deadlines, however students may apply to provide their notes to the OSD once their class schedules are finalized.

Contact Information:

- ❑ Email: Notetaker@saonet.ucla.edu
- ❑ Location: Murphy Hall A255
- ❑ Phone Number: 310-825-1501

UCLA Undergraduate Writing Center

Job opportunities:

- ❑ Composition Peer Learning Facilitator: Help undergraduates with writing assignments from across the curriculum and with general composition issues, grammar, mechanics and editing
- ❑ Receptionist: Answer phones, texts, and email; schedule & check students in for their appointments; keep track of student census and student records.

Minimum Qualifications:

- ❑ For the PLF positions, applicants must have excellent writing and interpersonal skills. A minimum of a 3.5 GPA is preferred.
- ❑ For the receptionist position, applicants must have strong interpersonal skills and excellent organizational and computer skills. Must be able to multi-task and continue to be productive, despite interruptions. Familiarity with Excel and Google docs is required. Strong math skills preferred. Only applicants with work study funding are considered.

How to apply:

- ❑ For the Composition PLF position, visit www.wp.ucla.edu and click on Undergraduate Writing Center to download the PLF application.
- ❑ For the Receptionist position, come to A61 Humanities or contact Christine Holten, UWC Director at holten@humnet.ucla.edu.

Application deadlines:

- ❑ PLF Position -- April 1, 2014
- ❑ Receptionist Position -- for Summer 2014 -- by June 15th, 2014

Contact Information:

- ❑ Email: wcenter@ucla.edu
- ❑ Phone Number: 310-206-1320
- ❑ Location: A61 Humanities

Undergraduate Admissions and Relations with Schools

Job opportunities:

- High School Visits where ambassadors conduct admissions presentations, application workshops, senior admit visits, share their UCLA experiences, and more)
- College fairs
- On campus admissions presentations
- Online chats and phone calling projects
- UARS Events (including STOMP, UC Counselor Conferences, Bruin Academic Experience, TAP Conference, UCLA Bruin Day, and more)
- On-campus student panels
- Tours (Cub Tours, VIP or special requests)

Minimum Qualifications:

- Must be a full-time UCLA Student (12 or more units)
- Must have minimum overall GPA of 3.00
- Mandatory training attendance Thursday, September 19th-Saturday, September 21st 9:00 a.m. – 4:00 p.m.
- Mandatory weekly meetings every Tuesday 6:00 p.m. – 7:00 p.m. throughout the academic year
- Interviews: MUST be available during Week 8 and 9 for interviews

How to apply:

- Online application at <http://www.admissions.ucla.edu/ambassadors/apply.htm>

Application deadlines:

- Applications due May 16, 2013 at 1147 Murphy Hall
- Selected applicants will be contacted for an interview May 17-21, 2013.
- Interviews will be held May 20-31, 2013.
- Selected Ambassadors will also be notified.

Contact Information:

- 1147 Murphy Hall

Additional Information:

- The position requires approximately 6–10 hours per week
- Pay is \$9.82 per hour (paid biweekly), including travel time. Reimbursement for any miles driven for work-related business is at 55.5 cents per mile.
- Ambassadors will also receive guaranteed on-campus parking for their vehicle. If ambassadors do not have their own vehicle then a university vehicle may be utilized. Ambassadors must be comfortable driving in Los Angeles (southern California).
- Must be committed to work throughout the Academic Year: September 19th, 2013 – June 6th, 2014 (6–10 hours per week)