

 This is how a student may see your job posting.

# Sixth College Student Affairs Intern (Rapport) / STDT 3

## Position Type

On-Campus: Work-Study not required but may be used

## Description

Serving under the supervision of the Coordinator of Student Activities. Responsibilities include:

- Produce weekly Sixth College Newsletter
- Update and maintain Student Leadership Training and Resources (including but not limited to website and supplemental training modules)
- Assist in managing Commuter Center (including but not limited to Commuter Center lockers and space inventory)
- Monitor and maintain Student Affairs equipment and tech resources
- Assist with the management of Sixth College Social Networks
- Work with Sixth College Student Council and Sixth College student organizations to manage storage spaces
- Assist with Sixth College programs and initiatives
- Assist with marketing and graphic design needs of Sixth College programs

## Qualification

Physical requirements/special considerations of employment:

- Some lifting of heavy boxes and moving of tables and chairs
- Must be able to communicate effectively, function as a team member and display an awareness of and sensitivity to cultural diversity
- Must have administrative experience and strong communication skills
- Must have an overall commitment to Sixth College
- Must have general knowledge of Sixth College community.

## How To Apply

E-mail resume, cover letter, class schedule, and 2016-2017 work study award notice (if applicable) to [jrapport@ucsd.edu](mailto:jrapport@ucsd.edu)

## Near Relative

Statement: If you have relatives employed at UCSD, you must include the name, relationship and department where employed in your resume and/or cover letter. This information is used only for the purpose of complying with the university's nepotism policy.

## Important Dates

**Posted On:**  
May 04, 2017

**Applications Accepted Until:**  
May 24, 2017

- Must be available to work irregular hours
  - \* Demonstrated Graphic Design and Marketing experience
  - \* Experience using social networking apps (Twitter, Instagram, Facebook, Pinterest)
- Preferred Qualifications
- \* Proficiency with PCs, MS Office Suite, and graphic design software
  - \* Preference given to students with Sixth College Programming experience/knowledge
  - \* Must pay UCSD Student Services fees each quarter working.

#### Work Eligibility

Upon hire, MUST be able to provide proof of eligibility to work in the U.S. Original, unexpired documents REQUIRED. No photocopies accepted, no exceptions.

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#### Location

La Jolla, California

#### ID

837038

#### Employer

UCSD (Colleges-Business Office)

#### Posting Date

May 4, 2017

#### Expiration Date

May 24, 2017

#### Organization Description

Sixth College

#### Job Function

Administrative, Communication/Media, Marketing/Sales

#### Duration

06/05/2017-06/30/2018


Approximate Hours Per Week

**10 M-F**

Desired Start Date

**June 5, 2017**

Salary Level

**\$11.85/hr** 



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