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

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.

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
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<th>Port Triton</th>
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<tbody>
<tr>
<td>Approximate Hours Per Week</td>
<td>10 M-F</td>
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<tr>
<td>Desired Start Date</td>
<td>June 5, 2017</td>
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<td>Salary Level</td>
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