OPERATIONS ASSISTANT APPLICATION

Please read carefully and return ALL requested materials.

Please submit the following documentation to be considered for employment:

1. Employment Application
2. Resume
3. Letter of Recommendation

=============================================================================================================================---

Job Description: Operations assistants help the Operations Manager with CLAS-related office, clerical, operations, as well as other specific duties. Operation assistants also greet and process incoming students at the CLAS Drop-in desks, answer questions about services, directs students to appropriate CLAS programs, and recommends appropriate services in other departments.

Time Commitment: Ten to twelve (10-12) hours per week, Monday through Friday, for an entire academic year.

Compensation: Paid on hourly basis of $14.00.
(We encourage students with Work Study Financial Aid to apply.)

Requirements: Must have excellent interpersonal and communication skills and an ability to perform tasks accurately with frequent interruptions. Also, must possess excellent problem-solving skills and a willingness to help others. Knowledge of CLAS services and second-year status is preferred.

=============================================================================================================================---

NOTE: If selected for position, employee is required to attend training sessions.

Send applications via email to: clas@sa.ucsb.edu
Operations Assistant Employment Application

Legal Name: __________________________________________________   Preferred Name: ____________________

Last                                 First                              Middle Initial

E-Mail:  __________________________________________________ Cell Phone #: _________________________

Student Status:

Perm #: ____________-_____         Registered UCSB student: ☐ Undergrad  ☐ Grad

Class Level (current quarter): ___________ Expected Graduation Date: _________ Major ________________

(e.g. 2nd year, 3rd year)

If you are a grad student, where did you receive your Undergraduate degree? _______________________________

Please indicate any previous office, clerical, or operations experience: ____________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

Preferred Hours/Week:  ☐ 10 - 12 hours      ☐ 8 – 10 hours

Have you worked for CLAS before?  ☐ Yes  ☐ No      If yes, which program? ____________________________

Have you been employed by another UC department?  ☐ Yes  ☐ No      Department: ____________________________

When: _________________ Position: ____________________________ Supervisor: ____________________________

Are you planning to work in another department next year at UCSB?  ☐ Yes  ☐ No

Dept: _________________ Position: ________________ Hours/Week: _______ Supervisor: __________________

Do you have a Work Study allocation?  ☐ Yes  ☐ No

FOR COORDINATOR USE ONLY

New Hire: ___  Rehire: ___  Alternate: ___  Program: ________________  Begin Date: ___________  End Date: ____________

Coordinator’s Signature: _____________________________________  Date: ______________