

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

Deadline for submission of applications is **Friday, May 15.**

