The UCLA Henry Samueli School of Engineering and Applied Science is inviting engineering students to apply for the Engineering Transfer Resource Center student worker position.

**What is the Engineering Transfer Resource Center (ETC):** This is the inaugural year (2017 - 2018) of the new Engineering Transfer Resource Center at UCLA Henry Samueli School of Engineering and Applied Science. The focus of our Center is to provide resources and support to current transfer students in the School of Engineering as well as build partnerships with local community colleges to improve the pipeline from community college. The ETC is located at the UCLA Engineering Student Resource Center in Boelter Hall.

The overall goals of our Center include support and resources that enable:

a) successful transition from community college transfer students to the UCLA Engineering community,
b) academic success of our transfer students,
c) access to professional development activities that will help transfer student maximize their UCLA Engineering experience and prepare them for life after graduation,
d) a community of UCLA Engineering transfer students who will offer peer-support, visibility, and advocacy for the community.

The goals of the Center also include developing outreach programs and activities that support the pipeline from local community colleges to UCLA Engineering.

**Interviewer Information**

Wes Uehara  
Office of Academic & Student Affairs  
Engineering Transfer Resource Center  
Boelter Hall 6288  
wuehara@seas.ucla.edu  
310-206-5592 (phone)  
310-206-2872 (fax)

**Position Information**

Payroll Title: Student 2 Work Study  
Title Code: 4921  
Posting Category: Clerical/Office  
Pay Rate: $12.25/hour  
Hours: 12 – 15  
Available positions: 2  
Undergraduate: Yes  
Graduate: No  
Summer hire:  
On-campus: Yes  
Advertise: No

**Position Details**

Location: 6288 Boelter Hall, UCLA Engineering Student Resource Center

**Job Duties and Responsibilities:**

Under the direction of the Community College Outreach Coordinator, the incumbent will assist with all Community College Outreach and Engineering Transfer Resource Center activities and projects. Duties are as follows:

- Event coordination & logistics
  - Assist in the development of activities that support Center mission and goals.
  - Attend & help to deliver program events.
Book campus venues, arrange courtesy parking, instruct volunteers, greet guests, prepare and organize registration table.

Place, receive, and set-up/clean-up catering orders.

Event coordination & logistics, continued
- Preparing event materials and space.
- Trouble-shooting any related issues prior-to and on the day of the event.
- Taking pictures & archiving photos.

Processing Requisitions and tracking orders
- Preparing shopping lists, requisition form, and submitting it for processing.
- Track orders and keep records of expenses.
- Prepare receipts for reimbursement.
- Prepare and submit attendee lists for events.

Evaluation and Feedback Survey data
- Creating feedback surveys.
- Administering and collecting survey and organizing data.
- Assisting with reporting.

Website and Marketing
- Maintain content on program website (word-press).
- Update marketing materials and flyers.
- Distribute marketing materials to community (electronic and hard-copy).

Reception
- Greeting guests and answering phone calls professionally and as a representative of UCLA HSSEAS Engineering Student Resource Center.
- Maintaining office space, including: 1) the desk space and computers, 2) voicemail, 3) files and label-making, 4) regular and proper disposal of trash, recycling, and shredding, and 5) secure storage of equipment.
- Collaborating and communicating with OASA Office Staff, other UCLA offices, and community collaborators.
- Maintain notes on projects and communicate with Community College Outreach Manager/Engineering Transfer Center Director regularly regarding progress.
- Maintaining program calendars and communicating delivery timelines for projects.
- Develop and maintain clerk and program training manuals.
- Maintaining online resources (program websites and Google Drive, etc.).
- Updating computer files (clerk shared folder drive & external drives), tracking, and logging records.

Additional administrative work
- Provide general support to Community College Outreach Manager/Engineering Transfer Center Director.
- General clerical - assisting with preparation of program materials, making copies, delivering and picking up materials, processing mailings, filing, etc.
- General office cleaning and maintenance to keep the area presentable.
- Representing Tech Camp and the Engineering Science Corps Outreach Programs and working with other UCLA offices.

Position Requirements/Qualifications
- Must be a current UCLA HSSEAS undergraduate student (continuing in fall 2018).
- Strong work ethic and works independently, diligently, and with minimal supervision to meet deadlines and deliverables.
- Ability to go above and beyond in a fast-paced, continually changing environment.
- Excellent communication skills and able to work well with students, faculty, and staff. Incumbent should be able to translate ideas and ask clarifying questions.
- Incumbent should have a strong attention to detail and organizational skills.
- Familiarity with UCLA resources, services, and engineering departments.
- Ability to manage a front-desk and represent our program professionally with faculty, staff, students, and community collaborators.
- Interpersonal skills to relate effectively with persons of various socio-economic, ethnic, and cultural backgrounds.
- Incumbent can go beyond individual tasks and conceptualize project needs and desired outcomes as explained by Coordinator/Director.
- Skill in writing informational materials and reports.
- Must communicate schedule, work availability, commit to at least 12-15 hours/week and attend all program events (outside of class).
- Basic computer skills (Microsoft Office, Excel, Powerpoint).
- Understanding of FERPA and ability to uphold student record confidentiality (staff will be required to complete the online UCLA FERPA training and quiz).

**Preferred Experience (not required):**

- Community college/transfer student experience (highly desired).
- Ability to learn and understand web based programs (CCLE, WordPress, Google sites & docs, etc.) preferred.
- Experience with office equipment & event planning preferred.
- Experience with HTML, Adobe Acrobat, PhotoShop, iMovie preferred (but not required).
- Ability to use a DSLR to take photos preferred (but not required).

**Hours/Salary**

$12.25/hour

12 – 15 hours/week (Monday – Friday 9AM – 5PM w/ occasional weekend hours)

Non-negotiable:

- Attendance at program events,
- Minimum 12 hours/week.

Occasional weekend/evening events

**Application Process & Deadline**

1) Submit resume and cover-letter to wuehara@seas.ucla.edu.
2) List of references.
3) Due – as soon as possible as and no later than Friday, June 29, 2018.