

Center for Student Involvement – Communication & Leadership Assistant

CSI – C&L Assistant Position Description

The CSI – C&L Assistants will assist with daily operations, maintain accurate database information, compile information and formulate reports, assist with event planning and distribution of publicity and marketing materials, and perform other clerical duties. Students must have strong customer service skills and be able to provide students with accurate information about policies, procedures, services, and programs. Other Duties as assigned.



C&L Assistant Duties and Responsibilities

The C&L Assistants work in collaboration with one another, fulfilling the duties and responsibilities listed below:

- Serve as a positive role model and UC San Diego representative including language, appearance, and manner;
- Facilitate group activities and discussions in relation to requests for On Demand presentations on topics such as public speaking, teamwork, interpersonal relationships, professional communication, and leadership;
- Assist with the coordination of the iLead program including workshop set-up and delivery of all general aspects of the program;
- Implement the marketing and social media plan for all programs and events;
- Meet and maintain communication with the C&L Program Coordinators throughout the academic school year to obtain updates and support;
- Available to attend CSI – C&L Student Staff Orientation on March 12, 2019 from 5:00 PM to 8:00 PM;
- Available to attend bi-weekly C&L Spring Seminars on Wednesdays of odd weeks during Spring 2019 from 4:00 PM to 5:30 PM;
- Available to attend C&L Assistant Training on September 19 – September 20, 2019 from 10:00 AM to 4:00 PM;
- Available to work 5-7 hours of tabling shift(s) during Welcome Week 2019 and Week 0;
- Available to attend CSI Orientation and Student Staff Mixer on September 24, 2019 from 10:00 AM to 3:00 PM;
- Attend bi-weekly C&L Assistant meetings throughout the academic school year;
- Attend C&L Assistant Team Building Events throughout the academic school year;
- Maintain and enforce program rules and UCSD policy and procedures;
- Prepare and organize program supplies and materials;
- Provide support to the Program Coordinator with special projects, as needed.

Qualifications

- Strong public speaking and interpersonal skills, with the ability to communicate effectively in one-to-one and group settings;
- Punctual, responsible, and professional demeanor;
- Experience working cooperatively as part of a team;
- Ability to facilitate group activities and discussions on topics such as public speaking, teamwork, interpersonal relationships, professional communication, and leadership;
- Demonstrate a level of awareness and sensitivity to the needs of different communities especially those from diverse backgrounds;
- Prior/current experience participating in a CSI – C&L Program highly preferred;

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Time Commitment

Duration of Employment: March 11, 2019 – June 5, 2020

Commitment	Dates
Available to attend CSI – C&L Student Staff Orientation	March 12, 2019; 5:00 – 8:00 PM
Available to attend bi-weekly C&L Spring Seminars	April 1, 2019 – June 7, 2019; Odd week Wednesdays, 4:00 – 5:30 PM
Available to attend C&L Assistant Training	September 19 – September 20, 2019; 10:00 AM – 4:00PM
Available to work 5-7 hours of tabling shift(s) during Welcome Week 2019 and Week 0	September 23 – September 27, 2019 <i>Exact times will vary</i>
Available to attend the CSI Orientation & Student Staff Mixer	September 24, 2019; 10:00AM – 3:00 PM
Available to attend Bi-Weekly SA Meetings	September 25, 2019 – June 5, 2020 <i>Dates and times TBD quarter prior</i>
Available to attend Saturday Trainings (once/quarter)	September 28, 2019, January 11, 2020, April 4, 2020; 10:00 AM – 4:00 PM

Compensation

- Student Assistants will receive an hourly wage of \$12.21

Principles of Community

To foster the best possible working and learning environment, UC San Diego strives to maintain a climate of fairness, cooperation, and professionalism. These principles of community are vital to the success of the University and the well being of its constituents. All faculty, staff, and students are expected to practice these basic principles as individuals and in groups.

We represent diverse races, creeds, cultures, genders, sexualities, and social affiliations coming together for the good of the University and those communities we serve. By working together as members of the UC San Diego community, we can enhance the excellence of our institution.

To read UC San Diego's Principles of Community, visit: <http://www.ucsd.edu/explore/about/principles.html>

How to Apply

Submit application materials by **noon (12:00 PM) on Monday, January 28, 2019** to: kbrecht@ucsd.edu

- ☐ Complete the [C&L Assistant Application](#) (Please use MS Word to fill out the form)
- ☐ A copy of your current **resume**

**Select applicants will be invited to participate in the individual interview process
which will take place February 11th – February 14th (Week 6)**

For more information, contact: Katy Brecht | 858-822-0181 | kbrecht@ucsd.edu