

GRADUATE STUDENT PEER ADVISORS NEEDED for Winter and Spring 2010

PAYMENT: \$15.00 per hour, plus fee payment equivalent to TA-ship for 25% time work
HOURS: 10-20 hours weekly, per position (25%-50% appointment) during the academic year
DEADLINE: Application deadline: January 6, 2010

The UCSB Graduate Division is currently accepting applications for two Graduate Peer Advisor positions for Winter and Spring 2010. These positions may be extended beyond Spring 2010.

1. Funding Peer Advisor (1 position at 10-20 hours/week)

The Funding Peer Advisor assists in the development and implementation of various programs and events for currently enrolled graduate students related to funding. Specific responsibilities include:

- Planning and implementation of workshop on topics such as fellowships and other research funding opportunities
- One on one advising on funding searches
- Department specific presentations on funding
- Research and advertisement of extramural funding opportunities
- Assistance with Student Affairs sponsored programming for graduate students.

The Funding Peer Advisor also holds drop in office hours at the Graduate Student Resource Center (GSRC) and works collaboratively with other peer advisors on workshops and events sponsored through the GSRC. The Peer Advisor responds to student requests for information or assistance, provides confidential advice, and makes referrals as needed.

2. Academic Peer Advisor (1 position at 10-20 hours/week)

The Academic Peer Advisor assists in the development and implementation of various programs and events for currently enrolled graduate students. Specific responsibilities include:

- Planning and implementation of academic and professional workshops on topics such as dissertation and thesis filing, strategies for successful mentoring and degree completion, and academic and personal skills development.
- Assistance with advertisement and planning of Student Affairs sponsored programming for graduate students.
- Collection, creation, and dissemination of information on resources that offer support for graduate students on campus.

The Academic Peer Advisor also holds drop in office hours and works collaboratively with other peer advisors on workshops and events sponsored through the GSRC. The Peer Advisor responds to student requests for information or assistance, provides confidential advice, and makes referrals as needed.

Minimum qualifications for both positions:

1. Has completed one year of graduate study in residence at UCSB, is in good academic standing, is within university time-to-degree standards, and meets all other standard student employment eligibility requirements;
2. Is energetic, demonstrates organizational abilities, knowledgeable about the UCSB campus, and good communication and interpersonal skills;
3. Can represent graduate student interests and concerns, and is attentive to the goals of excellence and diversity in UCSB's graduate education;
4. Can use Microsoft Word, e-mail and spreadsheets to create memos, reports and flyers.

Previous experience in advising, Microsoft Excel software, and workshop or conference planning is preferred, although training will be provided.

Additional Benefits: With the appropriate eligibility and approval, position(s) may be combined with a GSR or TA, as long as the combined hours do not exceed 75% appointment. Graduate Division will pay partial fees and graduate student health insurance (GSHIP) equivalent to those provided for TAs if other student academic appointments or awards do not provide these fees.

Application Process: Interested applicants should submit a cover letter indicating interests and highlighting related experiences, along with a formal resume to Christian Villaseñor in the Graduate Division, 3117 Cheadle Hall, mail code 2070 or by e-mail to christian.villasenor@graddiv.ucsb.edu. The application deadline is January 6, 2010. Be certain to specify in the cover letter the position(s) in which you are interested.