

Work-Study Job Opening

Summer 2019

Job No. : 2105-07

Interviewer Information

Name: Elizabeth Espinoza

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Position Information

Payroll Title: Assistant 2 - Work-Study – Grade 02

Pay Rate: \$15.00

Title Code: 4681

Hours: 4 – 10 per week

Category: Clerical/Office

Available Positions: 1

Standing: Undergraduate

Terms: Summer

Location: On Campus

Position Details

Location: Ueberroth Ste 1103 and Bunche 9244

Description:

The Labor Studies Interdepartmental Program, housed under the Institute for Research on Labor and Employment, offers UCLA undergraduates an opportunity to learn about the workplace and the social, political, and economic forces that influence it. The minor places emphasis on the labor market, public policy, employment relations, unions, and working-class movements. It also explores issues of race, class, and gender in the workplace.

Under the supervision of the Student Programming Manager, this position will provide general clerical, communications and administrative support to the UCLA Labor Studies program, which includes a newly formed major and a minor.

Duties include:

- photocopying, scanning and filing;
- data entry and database management;
- student recruitment in the form of class announcements, posting of promotional material on campus and tabling at events such as Summer Orientation, AAP Summer Bridge, among others; and
- logistics and administrative support associated with summer and upcoming fall events and programs such as the Labor Summer Research Internship Program and the Labor Studies Open House.

Additional duties (can be trained) include:

- maintenance and update of Labor Studies Website pages, online research portal and event calendar;
- student outreach and event promotion via social media;
- maintenance of audio and video equipment;
- providing administrative support to instructors and faculty related to courses, course websites, and interdepartmental program meetings; and
- some research related to academic, courses and student engagement content.

Interest in student programming, advising, career counseling a plus but not required. The main goal of the Labor Studies program this year is to increase the visibility of our newly formed major and the existing minor.

Available to work a couple of late afternoons/early evenings for recruitment.

Qualifications:

Knowledge of computer skills in a Windows environment and some social media; able to show initiative and work independently without supervision; attention to detail and able to multi-task; some flexibility in schedule; comfortability speaking in front of large audiences. Ability to work with students and staff from very diverse cultural and ethnic backgrounds. Prefer someone with interest in labor, social, economic, or environmental issues.

How to apply: Email resume to Elizabeth Espinoza, espinoza@irle.ucla.edu, and include your student ID, summer award information and available hours for work.