Get Experience: On-Campus Opportunities

Jobs • Internships • Volunteer • Research

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Handshake is UCSB’s official site for jobs, internships, and campus interviews. In addition, it serves as a gateway to subscription services that are free for UCSB students.
On-Campus Opportunities

What follows are many of the on-campus opportunities for employment, internships, research, and volunteering available at UCSB. This list isn’t exhaustive, so if you are interested in a department not included on this list, Career Services encourages you to come in to discuss additional options. Additionally, not all departments are required to post available positions, so if you see something on this list, and not on Handshake, we suggest you use the contact information included.

Administrative & Residential Information Technology
FM IT is a unit of ARIT and is responsible for the planning, development, implementation, and overall administration for information systems and related technologies for the DFSS (Design, Facilities & Safety Services) Division of Administrative Services.

Position type: Part-time, Work Study
Position/program name: Technical Writer, Web Developer, IT Help desk
Organization contact information: Visit: http://www.facilities.ucsb.edu/
How to apply: Submit Cover Letter and Resume to: gary_fix@ucsb.edu

Adventure Programs
Taking Gauchos on Adventures since 1974, our UCSB Adventure Programs Student Staff teach climbing, kayaking, ropes courses, run the Adventure Climbing Center, and lead Adventure Trips. We are looking for responsible, enthusiastic, hardworking students that have a passion for sharing the outdoors with others. Entry level experience will be supplemented with extensive training.

Organization contact information: Call: (805)893-3737 or email: Adventure@essr.ucsb.edu.
How to apply: Interested students are also welcome to come into the Adventure Climbing Center in the Multi Activity Court of the Recreation Center if they have any questions about employment or Adventure Programs in general.

African diasporic Cultural Resource Center (AdCRC)
Each year the AdCRC has paid internship and volunteering opportunities available. The number of paid internship positions may vary depending on the current departmental budget and work study eligibility.

How to apply: http://eop.sa.ucsb.edu/adcrc/studentintern.aspx

Alcohol and Drug Program
The UCSB Alcohol & Drug Program strives to create a safe, healthy, and learning-conducive environment through the promotion of healthy choices concerning the use of alcohol, tobacco, and other drugs. The program emphasizes the elimination of harmful use, high-risk behavior, and related violence.

How to apply: All positions are open for application during Spring Quarter.

Alumni Association
The UCSB Alumni Association provides a variety of services and programs for students.

Position type: Employment opportunities are available in the office for students, and a paid internship is offered each year to a student interested in the field of alumni affairs. Full-time summer employment is available through the Family Vacation Center.

Organization contact information: Visit: http://www.ucbalum.com/
How to apply: Call: (805)893-2288 or e-mail: ucbalum@instadv.ucsb.edu

America Reads
Associated Students Community Affairs Board and local school districts work together to implement UCSB’s response to the national America Reads/America Counts challenge. America Reads/America Counts (AR/AC) is funded through Federal Work Study and trains 35 UCSB students to be tutors. Each tutor is expected to support students in the subject areas of Reading and Mathematics, and support children in their school development.

Position type: Part-time
Position/program name: America Reads/Counts Tutor
Organization contact information: Visit: http://americareads.as.ucsb.edu/
How to apply: Apply on Handshake.

Annual Fund
The Annual Fund is a non-profit organization committed to fund-raising for student resources and scholarships here at UCSB. Last year, the Annual Fund raised over 2 million dollars! The UCSB Annual Fund employs over 250 Student Ambassadors a year to fund raise for UC Santa Barbara. We are always looking for our next great representative!

Position type: Part-time job
Position/program name: Student Ambassador
Organization contact information: We are located on campus at 1210 Phelps Hall. Please call: (805)893-5685 for information on orientation times. You can also get more information at our Facebook page by searching “UCSB Annual Fund, visit: https://giving.ucsb.edu/annual-fund or email us at: Annual.Fund@ucsb.edu
How to apply: To get involved continue to check Handshake where we will be posting about upcoming job opportunities. Also, you can like us on Facebook, or follow us on Instagram or LinkedIn.

Arts and Lectures
Position/program name: Work-study positions in ticket sales, marketing, hospitality, and more. Beginning $10 - $13 per hour. More than 200 events a year on and off campus. Applications accepted until positions filled.
How to apply: Through Handshake, or: https://artsandlectures.sa.ucsb.edu/Students/Employment.aspx

AS Legal Resource Center
LRC provides undergraduate students the opportunity to gain experience in a law office and help navigate the legal process. Interns have the opportunity to conduct peer-to-peer counseling, shadow attorneys, and be an active member of a professional office environment.
Position type: Unpaid internship
Position/program name: LRC Internship
Organization contact information:
Contact Robin Unander at: robinu@as.ucsb.edu
How to apply: Visit: https://legal.as.ucsb.edu/faq/

Associated Students
Associated Students employs many students at all A.S. services, offices, and student programs.
Position/program name: Recycling program, ticket sales, and the campus bike shop.
How to apply: https://jobs.as.ucsb.edu

AS Program Board
AS Program Board (ASPB) aims to coordinate fun and educational events for the UC Santa Barbara community. Appointed student board members gain hands-on experience in planning, booking, advertising, and running various events ranging from intimate open mics to 10,000 capacity festivals.
Position type: Volunteering, Part-time job
Position/program name: ASPB Production Event Assistant, ASPB Event Safety Assistant, ASPB Volunteer, Ticket Coordinator, Graphics Assistant
Organization contact information: Email: volunteer@as.ucsb.edu or aspb@as.ucsb.edu or call: (805)893-3536
How to apply: Apply via Handshake by looking for “AS Program Board” job titles or drop by the AS Program Board (ASPB) office, just down the hall from the Multicultural Center (UCen 1519)

Athletics Department
The Athletics Department offers many paid and unpaid internship opportunities across many fields.
Position/program name: Marketing, video production, communications, game management, business office, and many more.
How to apply: Visit: http://ucbsgauchos.com/information/Internships/Index

Bookstore, UCSB
The UCSB Bookstore offers many job opportunities for UCSB students under various departments.
Position type: Part-time
Position/program name: Cashiering, computers, school supplies, shipping and more.
Organization contact information: http://www.bookstore.ucsb.edu
How to apply: Go to the Customer Service desk at the Bookstore to find out more or pick up an application, or visit: http://www.ucbstuff.com/SiteText.aspx?id=12543

California Public Interest Research Group (CALPIRG)
CALPIRG is a statewide student-directed and funded non-profit that works to protect the environment, end hunger and homelessness, protect consumers and make college more affordable. We train students in grassroots and political organizing skills so they can run campaigns that make a huge impact. We offer volunteer opportunities, as well as internships for course credit. Interns can learn skills in grassroots organizing, media outreach, lobbying and advocacy, and event planning.
Position type: Volunteer opportunities and internships for course credit.
Position/program name: Internships are available on the following campaigns: 100% Renewable Energy, Save the Bees, Higher Ed Affordability, and Democracy.
Organization contact information: Visit: http://www.calpirgstudents.org/ucsb
How to apply: Apply online at http://calpirgstudents.org/page/ca/campus-internships OR come visit us in our office on the 3rd floor of the UCen!

Campus Advocacy, Resources, & Education (CARE)
The mission of the Campus Advocacy, Resources & Education (CARE) program is to anticipate and respond to the needs of students impacted by stalking, dating/domestic violence, and sexual assault by providing confidential advocacy and support. CARE also works with students, faculty, and staff to educate the campus community about the vital role that each of us has in ending interpersonal violence at UCSB.
Position/program name: CARE Connect, Queer Connect, Violence Intervention & Prevention Internship, Green Dot
Bystander Intervention Training, and Men of Strength.  
**How to apply:** Visit:  
http://wgse.sa.ucsb.edu/care/how-to-get-involved

**Campus Concessions**  
Concessions provides food service on campus at sporting events, tournaments, concerts, and special events. We are looking for friendly, outgoing, and hard working individuals to join our team.  
**Position type:** Part-time, Work Study  
**Position/program name:** Concessionaire/Customer Service Representative  
**Organization contact information:** http://www.housing.ucsb.edu/dining/concessions

**Campus Learning Assistance Service (CLAS)**  
CLAS provides employment for over 100 graduate and undergraduate students.  
**Position/program name:** Both tutoring and intake personnel positions are available each year.  
**Organization contact information:** Visit the Student Resource Building, Room 3210, call: (805)893-3269, or visit: www.clas.ucsb.edu/

**Career Services**  
Peer Advisors work in the Career Resource Room at Career Services. They work for 10 hours per week and need to commit for the entire academic year. Peers advise students in their initial stages of career planning and provide referrals to appropriate resources. Information meetings and peer recruitment occur during Winter quarter.  
**Position type:** Paid internship  
**Position/program name:** Peer Advisor  
**Organization contact information:** Visit Building 599, call: (805)893-4414, or visit: http://career.sa.ucsb.edu/work-career-services

**Carsey-Wolf Center**  
The Carsey-Wolf Center supports research, teaching, and public programming about our media. Our main programming activities are centered around screenings/events at the Pollock Theater, environmental media (film production programs for students), media industries research, and media industry internship placements. The Carsey-Wolf Center actively seeks student support in event planning, coordination, and publicity. This paid position offers interns a wealth of practical experience. Students learn the “nuts and bolts” of marketing and public relations, how to work with vendors, provide assistance with logistical arrangements, and work live events. Students additionally help maintain office organization and provide design and web support. Internships are available for the duration of the academic year. Hours are flexible.  
**Position type:** Paid internship  
**How to apply:** Visit:  
http://www.carseywolf.ucsb.edu/internship/carsey-wolf-center-internship

**Cheadle Center for Biodiversity and Ecological Restoration**  
The Cheadle Center for Biodiversity and Ecological Restoration is a center under the Office of Research which focuses on restoration of campus lands and preservation and management of natural history collections.  
**Position type:** Part-time, Internship, Work Study, Research  
**Position/program name:** Restoration Internships, Education Internships, Curatorial Internships, Student Worker Positions  
**Organization contact information:** https://www.ccber.ucsb.edu/  
**How to apply:** Contact CCBER staff at: lanes@ccber.ucsb.edu or davis@ccber.ucsb.edu

**Children’s Center**  
The Early Childhood Care and Education Services Department at UCSB operates two full year child care centers. We serve infants, toddlers and preschoolers. Our program offers a rich variety of spaces, materials and activities organized to promote children’s active exploration and allow for mastery in all realms of development: social, emotional, physical, cognitive and creative.  
**Position type:** Part-time, Work Study  
**Position/program name:** Teaching Assistant  
**Organization contact information:** Visit: http://childrenscenter.sa.ucsb.edu/  
**How to apply:** Apply in person, via email, or on Handshake. Application is available at our centers and on our website: http://childrenscenter.sa.ucsb.edu/Employment/TAPositions.aspx

**Coal Oil Point Reserve**  
Coal Oil Point Reserve frequently offers a variety of opportunities. Habitat restoration interns work in the field learning principles of ecological monitoring, plant propagation, and weed management. Students are also encouraged to intern as a snowy plover docent, or become a tour guide.  
**Position type:** Paid and volunteer as well as research and unpaid internship opportunities  
**Position/program name:** Habitat restoration, snowy plover conservation, and environmental education  
**How to apply:** Call: (805)893-5092, email: longwell@lifesci.ucsb.edu or visit: http://coaloilpoint.ucnrs.org/Volunteer.html

**Collaborate**  
COLLABORATE hires both undergraduates and graduates for a variety of support roles. Design Assistants are for graduate students who are tech-savvy and service-oriented. These positions provide specialized consultation and support to faculty in specific areas of instructional technology, such as Handshake tools. Also, students can apply to become Consultants, who supervise and answer questions in the six instructional
Informational meetings are usually held

Position/program name: Cultural Mentorship Programs
Organization contact information: Visit: http://www.housing.ucsb.edu/blog/cultural-mentorship-programs-ucsb
How to apply: Submit application to front desk of associated Residential Hall

Community Affairs Board (CAB)
Through a wide range of projects and community programs, CAB seeks to augment classroom experiences, create opportunities for career exploration, connect UCSB to the community in a meaningful way, and promote the ethics of public service. CAB meets every Wednesday night at 6pm in the GSA Lounge.

Position type: Volunteering, Leadership Opportunities
Position/program name: Volunteers, CAB leadership
Organization contact information: http://cab.as.ucsb.edu/

Community Service Organization (CSO)
CSOs provide a 24-hour escort service, assist in emergency situations, and maintain a biked education and safely program. CSOs also provide security for special events such as athletic games and concerts. Applications are accepted at any time and hiring takes place year round.

Organization contact information: Talk to a CSO on campus, call the CSO Office at: (805)893-2325, or visit the Public Safety Building.

How to apply: http://www.police.ucsb.edu/cs/so-employment

Counseling and Psychological Services (CAPS)
Mental Health Peers (MHP) are hired for one academic year (September-June) and work as a part of the Mental Health Peer Program (MHPP) of Counseling and Psychological Services (CAPS). MHP are available to assist students in acquiring new strategies for coping with the stressors of daily life. MHP are trained in basic counseling skills and provide students with support, stress management techniques, and peer advising on mental health related issues and concerns. Peers provide drop-in counseling, an individualized Test Anxiety Program (TAP), workshops, outreach services, and assisting students with the relaxation rooms.

Position/program name: Mental Health Peers (MHP)
Organization contact information: Visit Building 599, or call: (805)893-4411

How to apply: Informational meetings are usually held during Spring Quarter. Visit: http://caps.sa.ucsb.edu/mental-health-peers/become-a-mh-peer

Cultural Mentorship Program
Being a cultural mentor includes building community, leadership development, assisting residents, connecting with other students, and so much more! Each of the four mentorship programs provide their own unique experiences, challenges, and opportunities.

Position type: Unpaid internship
Position/program name: Black Scholars mentor; La Familia mentor; iBuddy International Students Mentor; API Scholars Mentor
Organization contact information: Visit: http://www.housing.ucsb.edu/blog/cultural-mentorship-programs-ucsb
How to apply: Submit application to front desk of associated Residential Hall

Daily Nexus
The Daily Nexus seeks students with writing, photography, art, layout, or web development skills work to join our team of enthusiastic staff members. Writers, photographers and artists are paid per article or graphic; members of our web team receive monthly stipends. Dedicated students may advance into print or web editorial positions after their first year of involvement in the Nexus.

How to apply: Visit the Daily Nexus office under Storke Tower, email: eic@dailynexus.com or visit: http://dailynexus.com/about/contact/join/

Department Listserv
Each campus department holds a listserv that often sends out relevant job, internship, and volunteer opportunities to students who are subscribed. Contact each department to sign up. Students do not have to have a major under a department to sign up.

Department of Chemical Engineering
The Department of Chemical Engineering is committed to excellence in teaching, research, and service to the profession and the community.

Position type: Part-time
Organization contact information: https://chemengr.ucsb.edu/

Disabled Students Program (DSP)
DSP provides academic support services to students with documented disabilities. Note takers assist DSP students with notes, class announcements, and other relevant course information. A DSP Exam Proctor is responsible for providing non-active and active proctoring services to registered DSP students who receive exam proctoring accommodations.


Education Abroad Program
The intern program provides our dedicated returned students with the opportunity to continue their involvement with UCSB EAP. You will be able to share your study abroad expertise with advisors, students and anyone interested in studying abroad.

Position type: Unpaid/ paid internships
Position/program name: Global Intern, Peer Advisor, Marketing Peer Advisor, Video Peer Advisor
Organization contact information: Email: eapucsb@eap.ucsb.edu or call: (805) 893-4281
**How to apply:** UCSB EAP returnees will receive an email with the new program updates and instructions on how to sign-up for the program.

**Educational Opportunity Program (EOP)**

Educational Opportunity Program (EOP) is committed to providing a support and information base that validates each student’s experience and nurtures a sense of participation, belonging, and empowerment. EOP hires during Winter quarter for the next academic year, and summer employment is also available.

**How to apply:** Visit the EOP website in early January.

**Organization contact information:** Visit the Student Resource Building, Room 2210, call: (805)893-4758, or visit: http://eop.sa.ucsb.edu/index.aspx

**Enterprise Technology Services**

Enterprise Technology Services (ETS) is the enterprise level IT provider for the UC Santa Barbara campus.

**Position type:** Part-time

**Position/program name:** Enduser Computing Student Tech Assistant

**Organization contact information:** Visit: www.ets.ucsb.edu

**How to apply:** Submit applications through Handshake

**Environmental Affairs Board (EAB)**

EAB seeks to engage students from all walks of life through a variety of campaigns that address various aspects of the environmental movement. All of our campaigns are student-initiated and run. Meetings are held every Wednesday night at 7pm in the GSA Lounge.

**Position type:** Volunteering, Leadership Opportunities

**Position/program name:** Volunteers, EAB leadership

**Organization contact information:** Email: ucsbEAB@gmail.com

**Extension**

UCSB Extension is the continuing education division of the University of California Santa Barbara. Programs are open to all adults who seek professional and personal development without being formally admitted to UCSB through the Open University Program as well as current enrolled UCSB students. UCSB Extension also offers a variety of International Student Programs for students interested in studying at UCSB.

**Position type:** Part-time

**Position/program name:** Office Assistant, Classroom Assistant

**Organization contact information:** Visit: www.extension.ucsb.edu

**How to apply:** Please provide resume and cover letter.

**Facilities Management**

Check out available student positions as office assistants, computer technicians, and recycling coordinators.

**Organization contact information:** http://www.facilities.ucsb.edu/

**Faculty Research Assistance Program (FRAP)**

The Faculty Research Assistance Program (FRAP) directory allows undergraduates to gain valuable research experience, work with leading UCSB researchers, and simultaneously earn academic credit through special research assistance courses, 99/99RA or 199/199RA.

**How to apply:** http://www.duels.ucsb.edu/research/frap/directory

**Family Vacation Center**

The Alumni Affairs Department hosts a Summer Family Camp from mid-June to late August and we are looking for energetic, highly responsible students. Staff are provided room and board along with an hourly wage. Applications are taken in February and interviews are conducted in March. Family Vacation Center offers student employment for summer only.

**Position/program name:** Kids group counselors, front desk and office assistants, entertainment and programs staff, lifeguards, surf instructors, and tennis instructors.

**Organization contact information:** Visit Mosher Alumni House, call: (805)893-3123, or visit: http://familyvacationcenter.com/fvc/employment-information/

**Flacks Intern**

The Flacks intern serves as a concrete bridge between the students, the administration, and the university community.

**Position type:** Unpaid internship

**Organization contact information:** Contact Denise Rinaldi at (805)893-4141 or email: deniser@as.ucsb.edu

**How to apply:** Visit: https://www.as.ucsb.edu/get-involved/flacks-intern/

**Gaucho Tour Guides**

Located in the Visitor’s Center, Gaucho Tour Guides offer 90-minute guided campus walking tours.

**How to apply:** Hiring typically takes place in Fall with info sessions. Visit: http://gauchotourassociation.blogspot.com/ http://orgsync.com/42413/chapter http://osl.sa.ucsb.edu/show_profile/42413-gaucho-tour-association

**Goodspeed Intern**

The Goodspeed internship is designed to give one student each year the opportunity to gain experience in higher education administration while developing organizational and leadership skills.

**Position type:** Paid internship

**Position/program name:** Goodspeed Intern

**Organization contact information:** hailey_phelan@umail.ucsb.edu

**How to apply:** Applications open online Spring quarter
History of Art and Architecture Department
Internships in galleries, art museums, and architecture offices are a great possibility to gather experience of working in fields where art historians and architectural historians can find employment. The Department of the History of Art & Architecture offers four possibilities to earn units for an internship.

Position type: Unpaid internship for course credit
Position/program name: Museum Intern, Visual Technology Intern, Architecture and Design Intern

How to apply: Email Savannah Sharp Parison at: sharp@hfa.ucsb.edu

Housing & Residential Services (H&RS)
Housing & Residential Services (H&RS) job opportunities can be found in areas of Residential & Community Living, Residential Operations, Residential Dining Services, Conference Services, and various other units. Additionally, Housing & Residential Services employs approximately 200 students each summer to assist with the summer conference program. The hiring process begins in March and students selected are notified in early May.

Position/program name: Administrative staff, food service workers, catering staff, guest services representatives, maintenance assistants, facility services, and custodial crews.

How to apply: http://appl.housing.ucsb.edu/jobs/

Instructional Computing
Instructional Computing (IC) employs over 60 students each quarter. IC is always looking for qualified personnel, continually accepts applications, and typically hires in September and Fall Quarter.

Position/program name: Computer consultants, receptionists, and lab maintenance personnel.

How to apply: http://www.lsit.ucsb.edu. You may also find additional information and applications Monday-Friday, 9am-5pm at the IC Office, Phelps Hall, Room 1517a, or call: (805)893-5252.

Instructional Development
Isla Vista Theater and Embarcadero Hall employ approximately 10-14 student staff to support classes and events. Typically hiring is done at the end of each academic year and/or each quarter.

Position type: Paid job
Position/program name: Student Staff in the Classroom Services Unit of Instructional Development

Organization contact information: Contact Natascha Cohen at: natasha.cohen@id.ucsb.edu

How to apply: Visit: http://ivtheaters.classroom.id.ucsb.edu/employment-opportunities or http://embarcadero.classroom.id.ucsb.edu/employment-opportunities

Intercollegiate Athletics
The Athletic Department employs UCSB students to serve as event staff, ticket sellers, and ticket takers for UCSB Basketball, Volleyball, Baseball, and Softball games. Students may pick the games they wish to work, making event staff a great way to pick up a little extra cash.

Organization contact information: Visit the ICA Building, or call: (805)893-3291 or (805)893-4438.

How to apply: Hiring takes place during Fall and Winter Quarter. Visit: http://ucsbgauchos.com/information/Internship/Index

Isla Vista Recreation & Park District
Isla Vista Recreation & Park District is part of the UCSB Work-Study Program.

Position type: Part-time positions and paid internships
Position/program name: Part-time positions include: Clerical Assistant, Recreation Leader, Maintenance Worker, Webmaster, and Janitor.

Organization contact information: 961 Embarcadero Del Mar

How to apply: On Handshake, or visit: http://www.ivparks.org/employment/

KCSB
KCSB is a non-commercial, free-form radio station that offers both students and non-students the opportunity to learn radio broadcasting hands on. Produce your own radio show; research, write, and broadcast news stories (in English or Spanish) for KCSB Community News; or, report on sports and broadcast live games with KCSB Sports. Orientations and trainings for volunteer positions are held at the beginning of each quarter. Paid student leadership positions are available yearly.

Organization contact information: Stop by their studios, beneath Storke Tower, or visit http://www.kcsb.org/about/

How to apply: Call: (805)893-2424, or e-mail: general.manager@kcsb.org.

Library
The Davidson library is particularly interested in students with computer skills or knowledge of languages, art, music, or bibliographic services. Previous library experience is desirable, but not required.

How to apply: Applications are taken throughout the year outside the Student Personnel Office. Visit Davidson Library, Room 3589-P, call: (805)893-2964, or visit: http://www.library.ucsb.edu/human-resources/student-employment

McNair Scholar’s Program
The McNair Scholars Program prepares qualified undergraduates for entrance to a PhD program in all fields of study. The goal of the program is to increase the number of first-generation, low-income and/or underrepresented students in PhD programs.
**Position type:** Fellowship. Stipend, travel funds, and one-time reimbursement for summer tuition  
**Position/program name:** McNair Scholar  
**Organization contact information:** mcnair@mcnair.ucsb.edu  
**How to apply:** Submit online application by January 29, 2018

**Multicultural Center (MCC)**  
The MCC offers a broad spectrum of events including lectures, panel discussions, films and videos, musical, dance, and dramatic performances, and poetry readings. Students are hired to staff the front desk and help with special projects. Work study is preferred.  
**Organization contact information:** Visit the UCen, room 1504, call: (805)893-8411, or visit: http://mcc.sa.ucsb.edu

**NASPA Undergraduate Fellows Program**  
The NASPA Undergraduate Fellows program is a semi-structured mentoring program for undergraduate students wishing to explore and better understand the field of student affairs and/or higher education.  
**Position type:** Unpaid fellowship  
**Position/program name:** NASPA Fellow  
**Organization contact information:** Contact Danielle Quiñones-Ortega, Associate Director of OSL, at: danielle.quinones@sa.ucsb.edu  
**How to apply:** Application for 2018-19 opens in the Spring. Visit: https://orgsync.com/40736/chapter

**Natural Reserve System (NRS)**  
UCSB NRS represents the seven reserves of the 39 UC natural reserves.  
**Position type:** Paid, part-time student assistant as well as various research opportunities.  
**How to apply:** http://nrs.ucsb.edu/about/student-opportunities

**Office of Admissions and Visitor Center**  
If you want to learn more about UCSB and would enjoy sharing this information with future undergraduate students and their families, the Office of Admissions could be the perfect on-campus employment opportunity for you! Students employed in the Visitor Center are trained to guide tours and participate on student panels (tour guides are hired in Fall, refer to Gaucho Tour Guides on pg. 4 for more information). Student staff serve as ambassadors to UCSB and provide peer assistance to prospective and new students. Year-round opportunities.  
**Position type:** Paid student staff  
**Position/program name:** Clerical, data entry, and reception assistance.  
**How to apply:** Summer Quarter Application: Visit Office of Admissions, 1210 Cheadle Hall, or call: (805)893-2881; Winter and Spring Quarter Application: Visit Visitor Center, 1102 SAASB, or call: (805)893-2487.

**Office of Event Management and Protocol**  
Students who seek to gain experience in event planning and management can apply for an internship with the Director and the two full-time planners.  
**Position type:** Unpaid internship  
**Organization contact information:** gretchen.falvo@ucsb.edu  
**How to apply:** Send an email with a resume to: gretchen.falvo@ucsb.edu

**Office of Financial Aid and Scholarships**  
The Office of Financial Aid and Scholarships provides students with the financial resources and related services necessary to achieve their educational goals.  
**Position type:** Paid interns and work-study students  
**Position/program name:** Clerical, data entry, and reception assistance.  
**Organization contact information:** Office of Financial Aid and Scholarships, SAASB 2103, call: (805)893-2432, or visit: http://www.finaid.ucsb.edu/

**Office of International Students and Scholars (OISS)**  
OISS serves UCSB’s international students and scholars as well as departments who work with the international population. OISS provides immigration support for the UCSB community, advising for international students, and cultural programming.  
**Position type:** Part-time, Work Study  
**Position/program name:** J-1 Program Case Coordinator  
**Organization contact information:** Email: oiss@sa.ucsb.edu  
**How to apply:** Apply through Handshake and/or contact J-1 Advisors Mavel Marina and Jason Hopkins in OISS.

**Office of Technology and Industry Alliances (TIA)**  
The Office of Technology & Industry Alliances (TIA) is responsible for managing all intellectual property (patents and copyrights) developed at UCSB and for managing the many agreements with industry partners that support research collaborations. TIA seeks motivated and detail-oriented interns to assist with marketing efforts throughout the academic year.  
**How to apply:** Please contact Meaghan Shaw, Marketing Manager, at: shaw@tia.ucsb.edu for more information.

**Office of the Registrar**  
The Office of the Registrar employs students to assist in various student services, registration, and records-related duties.  
**Position type:** Positions in this department are work-study jobs, with the possibility of non-work study positions during summer.  
**Organization contact information:** Visit Office of the Registrar, SAASB 1101, call: (805)893-2978, or visit: http://registrar.sa.ucsb.edu/  
**How to apply:** On Handshake
Orientation Programs
Orientation Programs is looking for highly motivated individuals who are interested in working closely with new students and their parents during Summer Orientation. The staff works April through August. Applications are due in early January.
How to apply: Visit the Student Resource Building, 2nd Floor, call: (805)893-3443, or visit: http://www.sa.ucsb.edu/orientation/Employment/

Parking Services
Transportation & Parking Services frequently hires students to help with sales, lot management, and special events. Hiring takes place year round, but primarily before school starts or at the end of summer.
Position type: Part-time, Work Study
Position/program name: Parking Permit Sales Clerk
Organization contact information: Call: (805)893-3562 or visit: www.tps.ucsb.edu
How to apply: Apply on Handshake or by visiting our office to pick up an application. We are located in Building 381, Stadium Road.

Professional Artists Lab
A multitude of distinguished guest artists and projects come through the Lab. Simultaneously, students are offered exposure to, and various opportunities to work alongside of, active professional artists.
Position type: Unpaid internship
How to apply: Email: kawalek@filmandmedia.ucsb.edu

Raab Writing Fellowship
The Raab Writing Fellows Program provides opportunities for mentoring and research in writing to selected undergraduates and supports the academic and professional writing of students via one-on-one work with Writing Program faculty.
Position type: Fellowship with up to $750 in funding
Position/program name: Raab Writing Fellow
Organization contact information: Contact Madeleine Sorapure at: sorapure@writing.ucsb.edu
How to apply: Applicants should work with a Writing Program faculty mentor to develop a project proposal

Recreational Sports
The UCSB Department of Recreation is one of the largest student employers on campus, employing over 680 student positions each year. Positions are available under our numerous programs, including Adventure Programs, Recreational Sports, Aquatics Program, Summer Camps and more.
Position type: Entry level, work-study, and internship positions are available with potential for promotions for hard working, positive, and dedicated individuals.
Position/program name: Intramural Sports Gym/Field Supervisors, Rec Sports Marketing Team members, lifeguards, etc.
Organization contact information: Call: (805)893-7619, or email: info@recreation.ucsb.edu
How to apply: Stop by our offices in the Recreation Center, or Contact Eric Schwartz (Administrative Coordinator): eric.schwartz@esr.ucsb.edu

Research Experience & Education Facility (REEF)
REEF is UCSB’s teaching aquarium and outreach touch tank facility! We provide K-12 programs, on-campus classes, and tours for the General Public. Gain hands-on experience working with local marine life and teaching skills while teaching K-12 students about marine science. No experience is necessary.
Organization contact information: Visit the UCen, Room 1504, call: (805)893-8411, or visit: http://www.msi.ucsb.edu/reef
How to apply: Please contact the O2C/REEF Coordinator at: outreach@msi.ucsb.edu Work study is preferred.

Resident Assistant (RA) & Summer Resident Assistant
RAs coordinate social activities, provide personal and academic counseling, and inform students of campus procedures, services, and policies. Summer RA duties are similar, however the student residents are high school students attending UCSB summer school in the Pre-College Program. Requirements for both RA positions include having prior residence hall or group living experience, familiarity with the campus, and good academic standing.
RAs receive room, board, and a stipend.
How to apply: Contact Residential & Community Living at: (805)893-3281 and http://www.housing.ucsb.edu/applications/employment-students

Resource Center for Sexual & Gender Diversity
The Resource Center staff is committed to serving the campus and larger community with professionalism and respect. The RCSGD provides educational programming, social activities, advocacy, and consultation with the goal of enhancing safety, tolerance, and quality of life in the UCSB community. They have several student staff positions available.
How to apply: http://wge.sa.ucsb.edu/SGD/Index.aspx

Student Information Systems and Technology
SIST Provides innovative and effective information systems and technology services for the Division of Student Affairs. Through a team process, develop and implement campus-wide technology solutions for staff, faculty, and students.
Position/program name: Computer Help Desk Technician
Organization contact information: http://sist.sa.ucsb.edu/
How to apply: In Person. Applications on site.
Student Life Interns
The Office of Student Life (OSL) coordinates student activities and events on campus and administers campus organizations, fraternities and sororities, leadership development programs, and veteran and military services. In conjunction with the Dean of Students Office, OSL also offers referrals, general assistance, and problem-solving to students facing personal emergencies. OSL is part of the Student Life Suite, which also includes the offices of the Dean of Students, First Year & Graduate Initiatives, Judicial Affairs, and Student Mental Health Coordination. Organization contact information: Visit: www.osl.sa.ucsb.edu or email: StudentLife@sa.ucsb.edu

Sustainability
Our office helps the university rethink the way it manages energy, water, recycling, transportation, food, the built environment, and much more. Through various programs, we work to make UCSB friendlier to the environment and a healthier place to live, work, research and study. Internships and volunteer opportunities are offered. How to apply: Call (805)893-8367 or (805)893-2770, or visit: http://www.sustainability.ucsb.edu/get-involved-students/

Theater and Dance
The Department of Theater and Dance fosters a vibrant and stimulating environment that encourages creative self-expression and critical thinking. Position type: Part-time, Internship Position/program name: Marketing Internship Organization contact information: http://theaterdance.ucsb.edu/ How to apply: Send a cover letter and resume to Una Mladenovic: uma@ucsb.edu

Undergraduate Mentorship Program
The Undergraduate Mentorship Program is designed to connect first-year students with a mentor who is familiar with UCSB and can use that knowledge and their experience to help their mentee. Position type: Unpaid internship Position/program name: Peer Mentor Organization contact information: Call: (805)893-2038 or visit: academic_advising@ltsc.ucsb.edu How to apply: Must be junior or senior standing to apply. Applications open Spring quarter.

Undergraduate Research & Creative Activities (URCA)
Undergraduate research is a signature feature of the UC Santa Barbara experience. Students have the opportunity to initiate their own research projects with faculty mentorship. In addition, over 56% of UCSB undergraduates work with faculty, assisting them on innovative research in the humanities, social sciences, arts, and sciences. As a Minority Serving Institution, UCSB is dedicated to providing undergraduate research experiences that are inclusive of the sociocultural identities and intellectual interests of students from diverse backgrounds. Position type: Part-time, Research Position/program name: Undergraduate Research Peer Mentor Organization contact information: http://www.duels.ucsb.edu/research How to apply: Email: urca@ltsc.ucsb.edu for more information.

Undergraduate Research Programs & Opportunities
Browse through UCSB Undergraduate Research Opportunities: programs, grants, and fellowships at UCSB that support undergraduate research. The listing tells what each program offers and includes direct links to the people you need to contact. How to apply: Visit: https://undergrad.research.ucsb.edu/get-started/programs-and-funding/research-opportunities/

University Center (UCen)
The University Center is one of the largest sources of on-campus jobs for students. The UCen Administration Office, UCSB Bookstore, and UCen Dining Services offer a variety of employment opportunities. Apply directly to the department where you would like to work. How to apply: UCen Administration: Room 2264; UCSB Bookstore: Customer Service Desk; UCen Dining Services: Room 1175C; OR visit: http://www.ucen.ucsb.edu/employment/home.html. Jobs are available to students with or without work-study eligibility.

Wellness Program
The UCSB Wellness Program is a Student Health Services program focused on helping students to make positive, proactive choices to balance their physical, mental, and social life. Paid or unpaid internships are available. Organization contact information: Visit: http://wellness.sa.ucsb.edu/internships.aspx, or email: wellness@sa.ucsb.edu To reach the Wellness Interns use: shs-well@sa.ucsb.edu.

Women's Center
The Women's Center hires students to help develop and market co-curricular programs, lead anti-violence campaigns, curate the art gallery, and staff the front desk. Work study is preferred. Organization contact information: Visit: Women's Center, Student Resource Building, Room 1220, call: (805)893-3778, or visit: http://wgsa.sa.ucsb.edu/