

On-Campus Opportunities

Jobs • Internships • Volunteer • Research



Career Services
University of
California
Santa Barbara
Santa Barbara, CA
93106 - 7140
Building 599
805 893 4412
FAX 805 893 8023
career.ucsb.edu

CAREER SERVICES UCSB

Start your search on  handshake
at
career.ucsb.edu

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.

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. Contact information for UCSB Adventure Programs is (805)893-3737 and Adventure@essr.ucsb.edu. 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. Find out more information: <http://eop.sa.ucsb.edu/adcrc/studentintern.aspx>

AmericaReads

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. For opportunities, see <http://americareads.as.ucsb.edu/>

Arts and Lectures

Look now for 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. See the jobs and apply through Handshake or <https://artsandlectures.sa.ucsb.edu/Students/Employment.aspx>

Associated Students

Associated Students employs many students at all A.S. services, offices, and student programs such as the recycling program, ticket sales, and the campus bike shop. To search and apply for positions go on line at: <https://jobs.as.ucsb.edu>

Athletics Department

The Athletics Department offers many paid and unpaid internship opportunities across many fields, including marketing, video production, communications, game management, business office, and many more. Check out their website for more information.

<http://ucsbgauchos.com/information/Internships/Index>

Bookstore, UCSB

The UCSB Bookstore offers many job opportunities for UCSB students under various departments, such as cashiering, computers, school supplies, shipping and more. Check out their website or go to the Bookstore to find out more or pick up an application.

<http://www.ucsbstuff.com/SiteText.aspx?id=12543>

California Public Interest Research Group (CALPIRG)

CALPIRG is a statewide student-directed organization that works on issues like environmental protection and service, affordable education, and voter registration. They train students in grassroots and political organizing skills so they can run campaigns that make a huge impact. They offer volunteer opportunities, as well as internships for course credit. For more info email douglas@calpirgstudents.org and visit <http://www.calpirgstudents.org/ucsb>

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. Get involved with programs such as CARE Connect, Queer Connect, Violence Intervention & Prevention Internship, Green Dot Bystander Intervention Training, and Men of Strength.

<http://wgse.sa.ucsb.edu/care/how-to-get-involved>

Campus Learning Assistance Service (CLAS)

CLAS provides employment for over 100 graduate and undergraduate students. Both tutoring and intake personnel positions are available each year. Find out more by visiting CLAS in the Student Resource Building, Room 3210, calling 893-3269, or online at www.clas.ucsb.edu/



Career Services

Peer Advisors work in the Career Resources 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. Building 599; (805) 893-4414 <http://career.sa.ucsb.edu/work-career-services>

Carsey-Wolf Center

The Carsey-Wolf Center supports research, teaching, and public programming about media. Our main programmatic 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. Additional information can be found at the following link: <http://www.carseywolf.ucsb.edu/internship/carsey-wolf-center-internship>

Coal Oil Point Reserve

Coal Oil Point Reserve frequently offers a variety of paid and volunteer as well as research and unpaid internship opportunities in habitat restoration, snowy plover conservation, and environmental education. 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. For more information please contact: 805-893-5092; longwell@lifesci.ucsb.edu or visit: <http://coaloilpoint.ucnrs.org/Volunteer.html>

Collaborate

COLLABORATE hires both undergraduate and graduate for a variety of support roles, including Instructional Design Assistants and Student Support Center Consultants. 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 GauchoSpace tools. Also, students can apply to become Consultants, who supervise and answer questions in the six instructional computer labs and Helpdesk locations on campus.

<http://www.collaborate.ucsb.edu/services/student/jobs>

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. Find out more about what volunteer and leadership opportunities are available at: <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 safety 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.

For more information, talk to a CSO on campus or call the CSO Office at 805-893-2325; Public Safety Building. Application available at <http://www.police.ucsb.edu/csocso-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. Informational meetings are usually held during Spring Quarter. Building 599; 805-893-4411

<http://caps.sa.ucsb.edu/mental-health-peers/become-a-mh-peer>

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. Please visit the Daily Nexus office under Storke Tower or email eic@dailynexus.com for further inquiries. <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 subscribing. Contact each department to sign up. Students do not have to have a major under a department to sign up.



Development Office– Annual Fund

The UCSB Annual Fund is hiring! We are looking for upbeat, energetic, and motivated students who want to help support UC Santa Barbara. The Annual Fund is a great resume building opportunity that offers flexible scheduling, a generous payment structure, and a positive work environment filled with other UCSB students. 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” or email us at: Annual.Fund@ucsb.edu

Disabled Students Program (DSP)

DSP provides academic support services to students with documented disabilities. Notetakers assist DSP students with notes, class announcements and other relevant course information. A DSP Exam Proctor is responsible to provide non-active and active proctoring services to registered DSP students that receive exam proctoring accommodations.

<http://dsp.sa.ucsb.edu/notetaking> and <http://dsp.sa.ucsb.edu/proctoring>

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. Visit the EOP website in early January for more information. Student Resource Building, Room 2210; 805-893-4758; <http://eop.sa.ucsb.edu/index.aspx>

Facilities Management

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

<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.

<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 to fill the roles of kids group counselors, front desk and office assistants, entertainment and programs staff, lifeguards, surf instructors, and tennis instructors. 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. Mosher Alumni House; 805-893-3123.

<http://familyvacationcenter.com/fvc/employment-information/>

Gacho Tour Guides

Located in the Visitor’s Center, Gacho Tour Guides offer 90-minute guided campus walking tours. Hiring typically takes place in Fall with info sessions.

<http://gauchotourassociation.blogspot.com/>

<https://orgsync.com/42413/chapter>

http://osl.sa.ucsb.edu/show_profile/42413-gacho-tour-association

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. Positions are available for administrative staff, food service workers, catering staff, guest services representatives, maintenance assistants, facility services and custodial crews. Student employment opportunities can be found here:

<http://appl.housing.ucsb.edu/jobs/>

Instructional Computing

Instructional Computing (IC) employs over 60 students each quarter as computer consultants, receptionists, and lab maintenance personnel. IC is always looking for qualified personnel and continually accepts applications. Descriptions of these positions and application information can be found at <http://www.isit.ucsb.edu/>. You may also find additional information and applications Monday-Friday, 9am-5pm at the IC Office, Phelps Hall, Room 1517a; 805-893-5252. IC typically hires in September and Fall Quarter.

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 can pick the games they wish to work, making event staff a great way to pick up a little extra cash. ICA Building; 805-893-3291 or 805-893-4438. Hiring takes place during Fall and Winter Quarter.

<http://ucsbgauchos.com/information/Internships/Index>

Isla Vista Recreation & Park District

Isla Vista Recreation & Park District is part of the UCSB Work-Study Program. Part-time positions include: Clerical Assistant; Recreation Leader; Maintenance Worker; WebMaster and Janitor. There are also unpaid internships available. Descriptions of the positions are listed on the UCSB Handshake website. Located at 961 Embarcadero Del Mar.

<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. Stop by their studios, beneath Storke Tower, or visit <http://www.kcsb.org/about/> to learn more! Contact by phone at 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. Applications are taken throughout the year outside the Student Personnel Office. Davidson Library, Room 3589-P; 805-893-2964.

<http://www.library.ucsb.edu/human-resources/student-employment>

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. University Center room 1504; 805-893-8411; <http://mcc.sa.ucsb.edu>

Natural Reserve System (NRS)

UCSB NRS represents the seven reserves of the 39 UC natural reserves. Positions available include paid, part-time student assistant as well as various research opportunities.

<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! Paid student staff provide clerical, data entry, and reception assistance. Additionally, students employed in the Visitor Center are trained to lead campus tours and participate on student panels (tour guides are hired in Fall, refer to *Gauche 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. Summer Quarter Application: Office of Admissions, 1210 Cheadle Hall; 893-2881; Winter and Spring Quarter Application: Visitor Center, 1102 SAASB; 805-893-2487.

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. Paid interns and work study students provide clerical, data entry, and reception assistance. Office of Financial Aid and Scholarships, SAASB 2103; 805-893-2432; <http://www.finaid.ucsb.edu/>

Office of the Registrar

The Office of the Registrar employs students to assist in various student services, registration, and records-related duties. Positions in this department are work-study jobs and are posted on the Handshake site. There is the possibility of non-work study positions during summer. Office of the Registrar, SAASB 1101; 805-893-2978;

<http://registrar.sa.ucsb.edu/>

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. Please contact Meaghan Shaw, Marketing Manager, at shaw@tia.ucsb.edu for more information.

Orfalea/University Children's Center

Quarterly, the Children's Centers of UCSB employ ~100 UCSB students as Teacher Assistants who work closely with classroom teachers to provide quality care and education for infants, toddlers, and preschool children in an accredited setting. On-the-job training provided. Shifts are MWF or T & Th from 9:00am-1:00 or noon-5:30pm. \$9/ hour to start. Applications and more information can be found at <http://childrenscenter.sa.ucsb.edu/employment/TAPositions.aspx> or at the Orfalea Family Children's Center, West Campus Point Lane, off Slough Rd., West Campus.

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. Applications are due in early January. The staff works April through August. Student Resource Building, 2nd Floor; 805-893-3443. <http://www.sa.ucsb.edu/orientation/employment/>

Parking Services

Parking Services frequently hires students to help with sales, lot management, and special events. For more information please contact 805-893-3562; hiring takes place year round, but primarily before school starts or at the end of summer.

www.tps.ucsb.edu



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. Example positions include: Intramural Sports Gym/Field Supervisors, Rec Sports Marketing Team members, lifeguards, etc. Entry level, work-study, and internship positions are available with potential for promotions for hard working, positive, and dedicated individuals. More information and applications can be found by stopping by our offices in the Recreation Center. Recreation: Putting Gauchos to work today! Contact Information: Eric Schwartz (Administrative Coordinator) eric.schwartz@essr.ucsb.edu
General Contact Information: 805-893-7619 and info@recreation.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. Please contact the O2C/REEF Coordinator at outreach@msi.ucsb.edu for more information. Work study is preferred. University Center room 1504; 805-893-8411; <http://www.msi.ucsb.edu/reef>

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. For more information, 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. <http://wgse.sa.ucsb.edu/SGD/Index.aspx>

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. Get connected with OSL by visiting www.osl.sa.ucsb.edu or by emailing StudentLife@sa.ucsb.edu

UCSB 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. Student Staff positions include office assistants, tobacco cessation specialists, court representatives, Gauchos for Recovery Peers, and Life of the Party interns. All positions are open for application during Spring Quarter.

UCSB Alumni Association

The UCSB Alumni Association provides a variety of services and programs for students. 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. 805-893-2288; or e-mail: ucsbalum@instadv.ucsb.edu; <http://www.ucsbalum.com/>

UCSB 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. 805-893-8367; or 805-893-2770. <http://www.sustainability.ucsb.edu/get-involved-students/>

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.

<https://undergrad.research.ucsb.edu/get-started/programs-and-funding/research-opportunities/>



Undergraduate Research & Creative Activities (URCA) Grant

The Office of Undergraduate Education encourages undergraduate students conducting independent research projects or creative activities to apply for funding to support these efforts. The funding for Undergraduate Research and Creative Activities (URCA) grants is intended to cover a project's expenses, including research-related domestic travel. URCA participants are also required to present their work at the UCSB Undergraduate Research Colloquium in May. Application for URCA grant includes an online application, a budget form and a letter of support from a mentor. Grant proposal workshops are offered in October.

<http://www.duels.ucsb.edu/research/urca>

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 (UCen Administration: Room 2264; UCSB Bookstore: Customer Service Desk; UCen Dining Services: Room 1175C; OR go to: *<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. For more information on the Wellness Program contact us by email: *wellness@sa.ucsb.edu*. To reach the Wellness Interns use *sbs-well@sa.ucsb.edu*; *<http://wellness.sa.ucsb.edu/internships.aspx>*.

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. Women's Center, 1220 Student Resource Building, 805-893-3778. *<http://wgse.sa.ucsb.edu/>*

