
2017-2018 PEER ADVISOR APPLICATION

UNDERGRADUATE RESEARCH & CREATIVE ACTIVITIES

(URCA)

Position for Winter 2018 (tentative) through June 8, 2018

Deadline: Monday, November 13, 2017

The URCA staff, including student peer advisors, supports high impact educational practices by recruiting and informing students from all academic majors and backgrounds about the requirements, options, and advantages of participating in the programs offered through the office. Currently we coordinate the Undergraduate Research & Creative Activities (URCA) Grant, the Faculty Research Assistance Program (FRAP), the University of California Center Sacramento (UCCS) program, and the University of California Washington (UCDC) Program.

Peer advisors will be employed as Assistant II, and will have the option to receive academic credit, or be paid at the current rate of \$10.75 per hour. They are expected to work approximately 5 to 10 hours per week, Monday through Friday, between the hours of 9:00 AM and 4:00 PM. Occasional evening and weekend hours will be required to host outreach events and send-off meetings.

Job duties include, but are not limited to:

- Planning, organizing, and conducting campus-wide informational meetings each quarter.
- Conducting monthly outreach activities that are aimed at broadening participation in the URCA office's programs. Possible activities might include: mailings to all majors, presentations to targeted classrooms and special interest groups (student organizations, fraternities/sororities, etc.), and quarterly class announcements.
- Representing the URCA office at campus events (i.e. Parents & Family Weekend, Spring Insight).
- Holding weekly drop-in office hours.
- Assisting with mailings and other administrative tasks.

Reporting and Communicating:

Peer advisors report to the Undergraduate Programs Coordinator and are responsible for notifying this individual of pertinent issues by communicating regularly in person, by telephone, or by email. Peers must notify the Coordinator of any absences (anticipated or not) from their scheduled work hours. The peers are responsible for submitting time sheets each month to the Coordinator.

Confidentiality:

Peers are expected to adhere to all University policies regarding confidentiality. They are required to sign a confidentiality agreement and undergo fingerprinting. They must have a genuine interest in and willingness to promote the academic goals of the University of California, Santa Barbara.

Application Criteria:

- Must enroll and maintain undergraduate status during the 2017-18 academic year. Must be available to work Winter and Spring quarter of the 2017-18 academic year (January 8, 2018 through June 8, 2018).
- Must demonstrate professionalism, including adherence to confidentiality, and a genuine interest in and willingness to promote the academic goals of the URCA office among all undergraduates, regardless of major or college.
- Must have skills and experience making public presentations and using office equipment.
- Must be able to make the required time commitment (5 to 10 hours per week) and be dependable and on time.

Application Requirements:

A completed application will consist of the following:

- **Application Cover** - Please complete the attached Applicant Data Sheet, typed or neatly printed.
- **Résumé** - Submit a current résumé, and include the name, occupation, and telephone number of two people we may contact as references. Letters of recommendation are NOT required.
- **Cover Letter** - Please provide a cover letter highlighting your motivation for applying and relevant experience for the Peer position
- **Interview** – If the application is deemed sufficient, the applicant will be scheduled for a short interview. Interviews can be done by Skype or phone if the applicant is not presently living in Santa Barbara.

The **DEADLINE** for receipt of all application materials is Monday, November 13, 2017.

Hand deliver your application to: Jacob LaViolet Undergraduate Programs Coordinator UCDC Office North Hall 2110	Or deliver via email to: jlaviolet@ltsc.ucsb.edu	Or deliver by mail to: ATTN: Jacob LaViolet UCDC Program College of Letters and Science North Hall 2110 University of California Santa Barbara, CA 93106-2085
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URCA PEER ADVISOR - Application Data Sheet

Please type or print legibly.

Full Name:

Last	First	Middle Name/Initial

Contact Information:

Telephone Number	U-mail Address

Mailing address (must be accurate through June 30, 2018)

Street Address/Apartment # or PO Box Number	City and State	Zip Code

Current Class Level: ___Junior ___Senior Expected Graduation Date: Quarter _____ Year _____

Total number units you will be taking: Summer 16 _____ F16 _____ W17 _____ S17 _____

Gender: _____ Perm Number: _____

US Citizenship Status: ___Citizen ___Permanent Resident ___Non-Citizen

Is California your State of legal residency? ___Yes ___No

If you currently hold or have previously held any UC employment, please provide the following information:

Department where you were most recently employed	Last date of employment
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Indicate the total **number of hours per week** that you expect to spend on the following activities during the 2016-17 academic year:

Employment--on or off campus jobs, <u>do not include</u> projected URCA Peer work	
Independent study, research, or creative projects that require more time than "typical" classroom and homework time.	
Volunteer activities, community service, clubs or other non-academic commitments.	

I certify that I personally completed this data sheet and the enclosed application and that the information I am providing is accurate.

Signature _____ Date _____