Job Title: Office Assistant
Department/Program: Resource Center for Sexual & Gender Diversity
Number of Openings: 4
Days/Hours & Duration of Job: Monday - Friday between 9:00AM – 6:00PM. Up to 15 hours/week.
Wage/Salary:
Employment Start Date: September 16, 2019
Application Deadline: May 6, 2019, at 9:00am

About Resource Center for Sexual & Gender Diversity (RCSGD)
The Resource Center for Sexual & Gender Diversity (RCSGD) works with students, staff, and faculty to ensure that LGBTQIA identities, experiences, and concerns are represented and addressed at UCSB. The Center aims to create a vibrant and engaging environment through social and educational programming, volunteer and leadership opportunities, and a comfortable and welcoming social and study space. Our professional and student staff members provide support and advocacy on campus. The RCSGD hopes that all LGBTQIA students can thrive at UCSB, feeling safe, affirmed, and valued on campus.

For more information, please visit http://rcsgd.sa.ucsb.edu/

Job Description:

Work closely with the Director, Associate Director, Program Coordinator, and other student staff to create a welcoming, affirming, supportive and vibrant space.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Attend to the RCSGD front desk including, but not limited to, answering phones, greeting and assisting visitors, referring visitors to the proper staff person or resource, and reserving the lounge for student organizations
- Keep up-to-date on the Center’s programming efforts and share with visitors
- Oversee the check-in/out procedures for the Center’s library and Cyber Center
- Coordinate the replenishment of office supplies, including sexual health resources, food, and front desk supplies
- Keep all public areas clean and clutter free including the Center’s kitchenette
Area

● Maintain historical and statistical records for the Center including documenting number of visitors per day, reasons for visits, and satisfaction of visitors
● Serve as an ambassador of the RCSGD and market our programs to students, academic departments, residence halls, and student organizations
● Engage and participate in programming efforts of the Center

Qualifications:
● Be a current UCSB student in good standing
● Attend a mandatory student staff training on September 16-20, 2019
● Attend a mandatory weekly staff meeting
● Desire to work with LGBTQ communities
● Experience with customer service and/or cultivating a welcoming environment
● Excellent written and verbal skills
● Previous RCSGD volunteers are highly encouraged to apply!

For more information or questions regarding this job opportunity, please contact:

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