

2025-2026 Center for the Educational Opportunity Program (EOP) Special Projects Assistant (SAIII)

Centers for Opportunity Scholar Success, University of California, Davis

Application Deadline: February 3rd, 2025 by 11:59 PM

Compensation: \$16.75/hr (subject to change) or via Inclusive Internship Stipend

Start Date: Monday, July 28, 2025

Duration: Approx. 12 months; June 2025 - June 2026 (subject to change)

Number of openings: 2-3

Work hours: 15-17 hours (summer), 10-12 hours per week (academic year)

Job Description:

The Educational Opportunity Program (EOP) Special Projects Assistant (eSPA) reports to one of the EOP Retention Specialists or the EOP Assistant Director. The Educational Opportunity Program Special Projects Assistant (eSPA) is responsible for supporting EOP programming and administrative tasks during the summer and the academic year.

Potential candidates must be flexible, highly organized, self-sufficient, and self-motivated to ensure completion of overlapping projects. The ideal candidate will have proven leadership, project management, excellent decision-making skills, and strong interpersonal skills.

Terms of Employment

Must be available for all of the following dates and commitments.

Responsibilities	Dates	Days	Hours	Compensation
EOP Peer Staff Orientation	April 11, 2025	Friday	1:00-4:30 pm	25-26 hourly wage
STEP Opening Day	August 2, 2025	Saturday	7:00 am-4:00 pm	\$16.75/hour
EOP Peer Staff Training	September 17-19	Wednesday-Friday	TBD	\$16.75/hour
Fall Welcome	September 22 2025	Monday	TBD	\$16.75/hour
EOP Staff Meetings	25-26 academic year	Fridays	3:10-4:30 pm	\$16.75/hour
Other EOP Meetings	25-26 academic year	TBD	TBD	\$16.75/hour

Position Responsibilities

eSPA 1: (focus on STEP)

- Monitor the STEP email and provide accurate, prompt and courteous communication to families, prospective STEP students, and current STEP students
- Monitor accommodations needed for STEP students
- Evaluate previous year's STEP program and suggest changes
- Coordinate floor meetings for STEPpers and their PACs
- Coordinate annual STEP Appreciation
- Assist in setting structure and systems to ensure timely, accurate, and complete entry of STEP data
- Responsible for organizing and distributing timely and relevant information to STEP students
- Collaborate in leading the logistical planning and execution of STEP Opening Day

eSPA 2: (focus on academics)

- Assist with assigning STEP students to academic cohorts
- Assist with coordinating supplies for students in STEP classes and first year seminars
- Collaborate with communications team to advertise academic success and operational updates (summer only)
- Collaborate with Academic Guidance leadership team and assist with coordinating academic success programs and events
- Assist in creating a quarterly calendar of university deadlines, along with EOP academic success planning and programming dates
- Co-develop curated academic content and formats for personalized mass communications to the EOP student population. (i.e., mail merge, Constant Contact)
- Support outreach efforts and sustain communication with newly admitted EOP students.

All eSPAs:

- Provide support on STEP Opening Day
- Provide support to large scale annual events, i.e. EOP Fall welcome
- Keep an up-to-date inventory of supplies
- Attend weekly meetings with supervisor
- Assist Career Staff with reconciling EOP expenses upon request
- Support Career Staff execute special projects
- Support in creating or facilitating trainings for EOP Peer Staff
- Perform other duties as assigned

Minimum Qualifications:

- Be registered UC Davis student
- Remain in good academic standing
- Available to attend all required trainings
- Energetic and dedicated to helping EOP students succeed
- Ability to work independently and collaboratively as part of a team
- Excellent interpersonal skills
- Proven ability to work with students and parents from diverse ethnic and socio-economic backgrounds
- Awareness of the particular needs of first-generation, low-income students
- Basic understanding of one's own identity and others identity (i.e., race gender, social-economic class, citizenship, sexual orientation, ability etc.) and how it influences a student's experience
- Flexible and able to receive and give constructive feedback
- Capable of problem solving
- Able to practice discretion and good decision making

Preferred Qualifications:

- Previous student leadership experience
- Previously worked for EOP
- Be an EOP/GSP student
- Strong administrative skills
- Completed / participated in a campus ally training
- Vast knowledge of campus support services
- Must be knowledgeable of academic and Student Affairs programs and other support services available to EOP, first-generation, and low-income students

Eligible applicants will be contacted via email for an interview upon application review.

For questions, concerns, accommodations, and/or more information, please contact Lauren Cristobal at lgcristobal@ucdavis.edu or Dr. Candice E. Brooks at cebrooks@ucdavis.edu.