



Become a Program Coordinator in Training for the Academic Year 2026 – 2027

Apply Today!

CHASS Transfers F1RST Program Coordinator In Training

Student Assistant I, Title Code: 4922 in the Department of CHASS F1RST

CHASS F1RST is seeking a well-organized, articulate, and self-motivated transfer student to serve as the **Program Coordinator in Training** for our CHASS Transfers F1RST Program. This in-person position is based in the CHASS F1RST Office and offers an excellent opportunity to develop leadership and program management skills.

Minimum Requirements

- Current UCR CHASS transfer student with junior standing.
- Must maintain good academic standing throughout employment.

Responsibilities

Under the direction of the CHASS Transfers F1RST Program Coordinator and supervision from CHASS F1RST Professional Staff, the Program Coordinator in Training will:

Program Development and Student Support

- Analyze the needs of transfer students to shape program offerings.
- Design, implement, facilitate, and evaluate programs such as quarterly workshops and the Transfer Year Experience (TYE) Program.
- Provide guidance to students on academic, social, and personal concerns, referring them to appropriate campus resources.

Outreach and Engagement

- Conduct recruitment and outreach to transfer students through tabling, presentations, and other events.
- Follow up with TYE participants to encourage engagement and successful program completion.
- Manage program communication through social media, email accounts, and other channels.

Teamwork and Leadership

- Collaborate with CHASS Transfer student leaders to foster mutual support.
- Train and support Transfer Student Leaders in their roles.
- Schedule, plan, and facilitate staff meetings and agendas.

Event Coordination

- Coordinate event attendance with CHASS F1RST staff and campus partners.
- Organize and participate in events such as Transfer Celebration, Transfer Orientation, Highlander Day, and Discover/Winter Admit Day, including occasional evening and Saturday commitments.

Administrative Duties

- Create and facilitate presentations for program events.
- Maintain strong organizational habits to complete tasks on time with minimal supervision.
- Assist in other duties as assigned.

Desired Qualifications

- Superior communication and interpersonal skills to interact effectively with a diverse range of stakeholders, including students, staff, faculty, and administrators.
- Confidence in public speaking and familiarity with the CHASS Transfers F1RST Program.
- Proficiency in software such as Microsoft Word, Excel, PowerPoint, Canva, Google Apps, and email and calendaring systems.
- Strong work ethic characterized by initiative, resourcefulness, self-management, and adaptability.
- Ability to prioritize tasks, meet deadlines, and work both independently and collaboratively in a team environment.

Position Details

- Starting Wage: **\$17.75 per hour.**
- Commitment to working 12–15 hours per week during the 2026–2027 academic year.
- Training period prepares the selected candidate to transition into the CHASS Transfers F1RST Program Coordinator role for the 2027–2028 academic year.
- Quarterly performance reviews will determine continuation in the role based on meeting expectations.

Application Information

- The application will be open from **Thursday, January 23, 2027, to Thursday, February 4, 2027, at 4:00 PM.**
- To apply, please attach:
 - A copy of your **resume.**
 - A **cover letter** explaining why you are interested in the position.

- A copy of your **Spring 27 school schedule and availability to work.**

Interview Details:

- Virtual interviews will be conducted in February 2027- TBD.
- The expected start date is March 29, 2027.

If you have any questions regarding the position, please email **Stella Rocha**, Academic Specialist of CHASS F1RST, at **Stella.Rocha@ucr.edu**.

Misconduct Disclosure Statement

Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

“Misconduct” means any violation of the policies or laws governing conduct at the applicant’s previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC’s policies addressing some forms of misconduct:

- [UC Policy - Sexual Violence and Sexual Harassment](#)
- [UC Policy – Anti Discrimination](#)
- [UC Policy – Abusive Conduct](#)

Work authorization is required. Under Federal Law, the University of California may employ only individuals who are legally able to work in the U.S. as established by providing documents specified in the Immigration Reform and Control Act of 1986.