

Special Project Assistant

The Special Project Assistant (SPA) is a part-time, student employee role of UCLA Residential Life who supports all professional staff within the University Apartments office. Candidates should be detail-oriented, independent self-starters with strong time management skills. Additional qualities we look for are the ability to prioritize tasks, projects and deadlines in a fast-paced environment. Candidates should have excellent communication skills or the desire to work on their communication within a developmental setting.

Responsibilities

The SPA reports to and takes assignments from the University Apartments area leadership team. The SPA role assists professional staff with a variety of tasks and projects including but not limited to: taking lead on administrative, programmatic tasks and individual projects; conducting research and developing reports on relevant issues; preparing/proofreading/editing written summaries and presentations; creating spreadsheets; track spending; providing administrative and editorial support for the development of area communication documents (newsletters, manuals, editing team web page etc.); other duties as requested.

Minimum Academic Requirements:

In order to support the academic success of our student staff, Residential Life conducts Grade Point Average and Enrollment Checks for all student employee positions. We may conduct these checks at the time of application and any time thereafter once the student has accepted a job offer.

- For this position, a student must have a 2.0 minimum cumulative GPA at the time of application, hire, and/or rehire (beginning of Fall Quarter of each academic year).
- For this position, a student must maintain full-time status (12 units per quarter) during time of employment.

Qualifications

- Experience with Microsoft Word, Outlook, Excel, and other Microsoft Office

- Knowledge of online marketing software like Adobe InDesign, Prezi, Canva, Google applications, Sharepoint etc. preferred
- Knowledge of general office duties and driver's license is preferred.
- Currently enrolled undergraduate or graduate students and in good academic standing.

Job Type

Part-Time 25%, 10-12 hours/week

Compensation

\$17.05/hour

Location

University Apartments Residential Life office