UCLA Volunteer Center – Student Technology Assistant
Payroll Title: Assistant IV
Job Type: Part-time, 8-20 hrs/week
Salary: $19.00/hour
Location: UCLA Wilshire Center

The UCLA Volunteer Center is seeking a student technology assistant to aid in the planning and execution of the Center’s website, social media, and technology objectives. We’re looking for a savvy student with excellent writing skills and attention to detail, who is interested in social good and volunteerism. We’re looking for creative thinkers who are able to handle a variety of duties including content creation for the website (http://volunteer.ucla.edu), updating various social media platforms (Facebook, Twitter, Instagram, foursquare, Tumblr, etc.), working with the Social Media and Marketing Internship Program, and more.

Core Responsibilities:
• Assist in the development of the UCLA Volunteer Center website
• Create engaging blogposts about service and civic engagement
• Research new ideas for content on web and social media
• Assist in creating ideas and engagement within the Social Media & Marketing Internship Program (SMMIP)
• Research and contact potential community partners and volunteer projects
• Assist with other signature projects and initiatives, including One Bus, One Cause, Project SPELL, and other volunteer events throughout the year
• Communicate with volunteers, community partners, and the community at large about the impact of UCLA in Los Angeles
• Manage and respond to inquiries via web, social media, email, phone, and more
• Develop and maintain databases and spreadsheets to organize information for volunteers
• Attend staff meetings and provide input on key programs and initiatives
• Assist Volunteer Center staff as needed; other duties as assigned

Qualifications & Requirements:
• Strong verbal and written communication skills (required)
• Detail-oriented, self-motivated, team player (required)
• Ability to keep sensitive information confidential (required)
• Strong knowledge of MS Office and Google Drive (required)
• Strong Internet research skills (required)
• Ability to follow through on projects and meet deadlines (required)
• Web development experience in HTML, CSS, PHP, JavaScript, and MySQL (preferred)
• Knowledge of WordPress as a content management system and ability to construct or modify WordPress themes (preferred)
• Understanding of graphic design and stylesheet/CSS implementations (preferred)
• Understanding of UCLA’s brand guidelines (preferred)
• Ability to perform implementations using Facebook, Twitter, and Flickr APIs (preferred)
• Work-study program eligibility (preferred)
• UCLA students only
• Preferred availability November 2013-June 2014; flexible work schedule to be determined

To apply: Send your resume and cover letter to media@volunteer.ucla.edu; include “Student Technology Assistant: [Your Name]” with your name in the subject line of the email.