

## **UCLA Volunteer Center – Project SPELL Assistant**

<b>Payroll Title:</b>	Assistant IV
<b>Job Type:</b>	Part-time, 10 hours per week
<b>Salary:</b>	\$12.00/hour
<b>Location:</b>	UCLA Wilshire Center
<b>Preferred availability:</b>	September 21, 2016-June 30, 2016    Flexible work schedule to be determined

The UCLA Volunteer Center is seeking a student assistant for Project SPELL. Project SPELL, Students for Progress in Employee Language Learning, is a support service for UCLA employees who are non-native English speakers. This program matches UCLA employee learners with student volunteer tutors to accomplish English language learning goals as expressed by the learners. For more information about the program, visit <http://volunteer.ucla.edu/project-spell>.

Project SPELL is looking for a savvy student with excellent writing skills and attention to detail, who is interested in social good and volunteerism. Strong candidates should be highly organized self-starters with an interest in program administration and an ability to take direction on multiple projects simultaneously. This person should be able to handle a variety of duties including event planning, time management, volunteer recruitment and retention, research, and more. We're looking for a creative thinker on a dynamic team of staff and students.

### **Responsibilities:**

- Coordinate scheduling requests between Project SPELL participants and departments
- Communicate with students, staff, and faculty in a professional manner
- Manage and respond to inquiries via web, social media, email, phone, and more
- Assist with program events such as orientation and tutor training workshops
- Tabulate and compile results of program surveys and other evaluation measures
- Assist in data entry and filing projects
- Communicate with volunteers, community partners, and the community at large about the impact of UCLA in Los Angeles
- Organize and maintain lending library system
- Attend staff meetings and provide input on key programs and initiatives
- Assist Volunteer Center staff as needed; other duties as assigned

### **Qualifications & Requirements:**

- Bilingual Spanish-English
- Strong interest in working with linguistically, culturally, and academically diverse adult populations
- Strong interest in administration, assessment and evaluation, diversity, and student/program development
- Excellent verbal and written communication skills
- Detail-oriented, self-motivated team player
- Ability to keep sensitive information confidential
- Strong knowledge of MS Office (Word, Excel, PowerPoint, Outlook) and Google Drive
- Strong Internet research skills
- Ability to follow through on projects and meet deadlines
- UCLA students only; work-study eligibility preferred

**To apply: Send your resume and cover letter to Stephanie Youngblood at [svyoungblood@volunteer.ucla.edu](mailto:svyoungblood@volunteer.ucla.edu), and include "Project SPELL Assistant: [Your Name]" with your name in the subject line of the email.**