

GSO Programming Coordinator

Position Title: Graduate Student Orientation Programming Coordinator

Department: Student Affairs / Graduate Student Resource Center

Reports to: Assistant Director, GSRC (tmazumder@saonet.ucla.edu)

Position Type: Part-time (10-20 hours/week)

Compensation: \$25/hr

About the GSRC: The UCLA Graduate Student Resource Center (GSRC) is a Graduate Students Association initiative that is managed by Student Affairs. The GSRC serves all graduate and professional students on campus and is located in B11 of the Student Activities Center. The GSRC provides space, programs, workshops, resources, referrals, and computer access/printing specifically for graduate and professional students at UCLA.

Job Duties: Reporting to the Assistant Director, GSO Program Coordinators will work closely with 3 other student coordinators and the team at the GSRC to plan Bruin Grad Welcome in the summer. Bruin Grad Welcome 2026 will be a comprehensive program for incoming graduate and professional students that will include in-person sessions and programming.

Specified Job Duties:

- **Program Planning & Development:**
 - Review current and previous year's workshops, activities, and panels
 - Identify gaps in orientation programming and service offerings
 - Develop new sessions and activities to address identified gaps
 - Coordinate outreach to campus partners to plan sessions and tabling opportunities
- **Digital Content Management**
 - Review, edit and maintain content on the virtual orientation platform (GSO-Online/Comevo)
 - Ensure accuracy, clarity, and accessibility of online orientation materials
- **Collaboration & Campus Engagement**
 - Work collaboratively with a team of peers, staff, and campus administrators
 - Coordinate outreach and communication with campus partners and stakeholders
- **Budget & Resource Management**
 - Manage and report event budgets within allocated funding
 - Track expenses and prepare budget reports as required
- **Administrative & Operational Support**
 - Assist in general administrative duties, including front desk coverage
- **Work Schedule & Modality Requirements**
 - Work a minimum of 50% of allotted time in person (minimum 5 hours out of 10)
 - Attend staff meetings and Bruin Grad Welcome Workgroup meetings
 - Attend one on one meetings with direct supervisor

Expectations of the Role

- Attend required weekly GSO meetings, monthly all-staff meetings, and maintain regular check-ins with your supervisor
- Work a minimum of 5 hours a week for Spring and 10 hours a week for Summer
- Communicate availability, capacity, and schedule updates clearly and proactively with the team or direct supervisor
- Be punctual, reliable, and responsive across all communication platforms
- Review meeting notes when unable to attend meetings and notify your supervisor promptly of any shift changes, delays, or absences within a timely manner

Eligibility Requirements: Applicants must be UCLA students and eligible to work at least 25%. Preference will be given to applicants eligible for work study, but all applicants will be considered. This offer is contingent, according to federal law, upon your providing satisfactory proof of your identity and legal ability to work in the United States. You may contact us or refer to federal government form I-9 for information about acceptable documents. Please refer to this site [\[https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents\]](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents) to review which document is required upon hiring.

Expected Job Qualifications:

- Understanding of issues impacting graduate students, including diverse identities and student resource needs.
- Strong written, oral, and interpersonal communication skills
- Excellent organizational skills, attention to detail, and ability to follow through on tasks
- Ability to conceptualize, implement, and manage projects independently and collaboratively; takes initiative and responds positively to constructive feedback
- Currently enrolled in at least 4 units with a minimum 2.0 GPA and in good academic standing for the duration of employment
- Ability to receive constructive feedback with a positive attitude to improve performance

If you have any questions, please contact us at gsrc@saonet.ucla.edu

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).
