



Administrative Assistant Position

Position Title: Administrative Student Assistant (AA)

Department: Student Affairs / Graduate Student Resource Center

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

Position Type: Part-Time (Minimum 10hrs can be extended case by case)

Appointment Date: September 2025 - June 2026 (excluding academic holidays)

Compensation: \$18

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: Administrative Assistants play a vital role in maintaining the efficiency and effectiveness of the GSRC, contributing to a positive experience for all visitors and staff. The Administrative Assistants serve as the first point of contact at the center, supporting the administrative needs of the GSRC and ensuring the smooth operation of day-to-day activities. Administrative Assistants are responsible for creating a welcoming environment and providing front desk coverage, assisting with office equipment such as printers and computer workstations, and handling workshop setup and logistics support. The Administrative Assistants may also assist in supporting additional projects as assigned by all supervisors.

Specific Job Duties May Include:

- Providing a welcoming and professional environment at the front desk.
- Assisting with the use and maintenance of office equipment.
- Responsible for the day-to-day office operations:
 - o Answering inbound phone calls
 - o Troubleshoot printer and scanner issues
 - o Maintaining, inputting, and organizing programmatic data
 - o Responsible for office upkeep including wiping down tables and vacuuming
- Supporting the setup and logistics of workshops and events.
- Participate and lead mandatory staff meetings
- Consult undergraduate students with graduate school pathways
- Assist with ad hoc research projects

Expectations of the Role

- Attend mandatory bi-weekly AA meetings and quarterly all-staff meetings
- Check-ins with supervisors at least 2x a quarter
- Work a Minimum of 10 hours a week (no exceptions)
- Communicate your capacity with the team or direct supervisor
- Be responsive on all modes of communication
- Be responsible in reviewing meeting notes if you miss any meetings

- Provide your updated availability when asked for office coverage or on a weekly basis
- Arrive to your shift on time
- Communicate any shift changes in a timely manner (i.e. late or missing your shift)

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>] to review which document is required upon hiring.

Qualifications:

- Adaptability in response to the evolving conditions of the campus environment
- Good time management and organizational skills
- Excellent written, oral, and interpersonal communication skills
- Proficiency with Outlook, Canva, & Google Suite
- Great attention to detail & flexible with schedules
- Ability to take initiative and complete assignments independently
- Knowledge of social media platforms
- Must have a minimum GPA of 2.0 and be currently enrolled student in at least 4 units
- Must be in good academic standing for the term prior to selection and during entire period of employment

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

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