

Programming Coordinator

Position Title: Graduate Student Programming Coordinator

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: \$21

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, Program Coordinators are responsible for assisting with the GSRC programs and events. The Program Coordinators are responsible for creating, planning, and executing events and workshops.

Specified Job Duties:

- Design and lead events and workshops (at least 2 per quarter)
 - Independently execute at least 1 educational workshop per quarter
 - Collaboratively execute 1 large-scale event (50+ people) or 2 small-scale events (20+ people)
 - Manage and report budget for events within allocated funding
- Attend mandatory weekly staff meetings
- Work at-least 50% of allotted time in person (minimum 5 hours in person, with additional requested hours for front desk coverage as needed)
- Attend one on one meetings with supervisors
- Assist supervisors in developing various programming proposals
- Assist in various administrative duties
- Attend signature programs and events if schedule allows including Social Justice Week, Graduate and Professional Student Appreciation Week, Graduate Student Orientation planning (pre-summer)
- Other duties as assigned

Expectations of the Role

- Attend mandatory weekly PC meetings and quarterly all-staff meetings
- Check-ins with your supervisor at least 2x a quarter
- Work a minimum of 10 hours a week
- 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 in-person hours and office coverage

- 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
- Familiarity with issues impacting the graduate community and specifically as it pertains to student resource needs
- Knowledge, sensitivity, and understanding of diverse student groups and identities (including but not limited to Black, Indigenous, Communities of Color, immigration status, and varying socioeconomic backgrounds)
- Proficiency with Outlook, Canva, & Google Suite
- Excellent written, oral, and interpersonal communication skills
- Excellent organizational skills and attention to detail
- Ability to conceptualize and implement projects
- Ability to take initiative, work independently and collaboratively
- 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
- Ability to follow through with tasks
- Ability to receive constructive feedback with a positive attitude to improve performance

Preferred Job Qualifications:

- Prior event planning experience
- Prior group facilitation experience
- Prior experience in school and/or community involvement

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

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