



Revelle College Center Application Information

The Front Desk Assistant at the Revelle College Center, operated by Revelle Residence Life, will gain valuable administrative and customer service experience by being a go-to point for residents, faculty/ staff, and visitors of the Revelle Community.

The Office Assistant at Revelle Residence Life, will gain valuable leadership, administrative, and customer service experience by being a crucial member of the Residence Life student staff team

Job descriptions:

- To access the Front Desk Assistant job card, please click [here](#)
- To access the Office Assistant job card, please click [here](#)

Benefits of positions

- Leadership experience at Revelle Residence Life
- Direct interaction with the professional staff the college and other departments
- Gain valuable administrative experience (Microsoft Office, Sharepoint, logging reconciliation, parcel distribution, organizational skills, etc...)
- Broaden customer service skills by being a go-to point for all those coming to the Revelle College Center

Needed Availability

- For the Front Desk Assistant job, you must be available to work night and/or weekend shifts. The Revelle College Center requires front desk coverage Monday-Friday 8:00am-9:00pm and Saturdays and Sundays from 12:00-9:00pm.
- For the Office Assistant Job, you must be available to work during the normal business hours of the Revelle Residence Life, 8:00am – 4:30pm.
- Must be available to begin training and work as early as August 28th, 2017. More detailed scheduling will come in the summer.

How to Apply

- Submit your cover letter and resume electronically to Richard T. Peterson at r5peterson@ucsd.edu. Use the subject line: **Revelle College Center Job Application**.
 - **Please Note:** Application materials sent without this subject line may not be reviewed.
 - We will be hiring roughly 5-7 Front Desk Assistants, and 1-2 Office Assistants.
 - You can apply for either, or both positions, per appropriate qualifications
 - Please provide a resume, and a cover letter answering the following questions:
 - Describe the strengths and skills you possess which would make you a strong candidate for the position you are applying for, for the Revelle College Center
 - Why do you want to work at the Revelle College Center?
 - (ONLY IF APPLYING FOR OFFICE ASSISTANT POSITION) Please explain how your prior work experience has prepared you for the position of Office Assistant.
 - Have one (1) recommender submit one (1) recommendation form at:
 - [Revelle College Center Job Recommendation Form](#)
 - Recommender must be a past supervisor, organization advisor, etc.. from prior experience. Please no friends/parents. All exceptions to this must be requested and approved by Richard T. Peterson (r5peterson@ucsd.edu).

Deadlines

- Applications will be accepted on a rolling basis through the end of Spring Quarter 2017