

UC SANTA BARBARA Testing Center

JOIN OUR TEAM



HIRING: STUDENT ASSISTANTS

GENERAL DUTIES

- Greet and direct students and visitors
- Answer phones
- Direct messages via voicemail
- Pick up/deliver material to various departments on campus
- Perform data entry
- Filing, photocopying, faxing, computer scanning, typing
- Exam proctoring
- Work in a fast-paced and supportive environment on campus!

DESIRED CHARACTERISTICS

- Willingness to learn
- Positive attitude
- Professional demeanor
- Flexible
- Team oriented
- Effective communication skills
- Energetic, proactive, dependable, and patient

Looking for a rewarding
job?

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Grow your talents on a
team

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Develop new skills

—

Gain Valuable experience

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Training provided

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No experience necessary

To learn more and
apply, please visit
testingcenter.ucsb.edu

Or

Apply on Handshake