

Apply to become a UCSB EAP Video Peer Advisor!

\$16.00 per hour / 10 hours per week

In-person Position

For the 2024-25 year, Peer Advisor duties will be conducted in-person.

General Summary of Duties and Responsibilities

The Video Peer Advisor will provide assistance to the UCSB Education Abroad Program (EAP) Staff in the following areas:

- Developing and implementing innovative video strategies and content for UCSB EAP with the goal of increasing the number and diversity of participants on study abroad programs offered through the [University of California Education Abroad Program \(UCEAP\)](#)
- Creating online video materials and ensuring consistent messaging
- Maintaining the [UCSB EAP Youtube Channel](#)

Duties include:

- Creating videos from start to finish including videotaping and editing
- Organizing the UCSB EAP video collection via spreadsheets
- Communicating with UCSB EAP staff regarding video needs
- Communicating with students to set-up times to record
- Updating videos on the UCSB EAP website/Youtube channel/Instagram/TikTok
- Providing ideas to the UCSB EAP staff about effective videos that could be created
- If requested, oversee a small group of video interns who will assist with video projects
- Other duties as assigned.

Minimum Qualifications

Please note that participation in a UCEAP program is **NOT** a requirement for this position.

- Experience with video editing software
- Experience with creating videos
- Ability to work independently AND be able to take direction / constructive feedback from the staff
- Ability to be flexible AND responsive to email communication and requests

Must have an interest in promoting the Education Abroad Program and be willing to learn as much as possible about all UCEAP locations. Creativity, reliability, attention to detail, and ability to take initiative are highly desirable. Must be willing to use Gmail, Google Calendars, Google Spreadsheets, Box, and Zoom for work purposes. Must represent UCSB EAP in a professional manner, including a mature and courteous attitude and a strict regard for student confidentiality. When needed, also work with the reciprocal exchange students and should be culturally sensitive.

To be eligible for the position, you must be a full-time student registered for at least 12 units for the Fall 2024, Winter 2025 and Spring 2025 quarters. Your graduation date must be Spring 2025 or later. You will not be eligible for the position if you intend to graduate at the end of fall or winter quarter.

Technical Requirements (in instances when UCSB operations are run remotely)

- Applicants must have a working computer, iPad, or tablet with a functioning camera and microphone
- Must have a stable WIFI connection and be able to work in an adequate working environment
- Must have a working phone or an application that allows for phone calls
- Must be able to download and use certain applications to phone or computer, including Zoom, social media apps, editing software, and others as needed
- Must be able to download UCSB's secure VPN and must have virus protection installed on personal computer

Mandatory Training Dates

- To be eligible for the position, you **MUST** attend all required paid training days that could take place between **Monday, September 23 to Wednesday, September 25** (actual training dates are TBD and could take place on all or only some of these dates). Training may take place any time during the dates listed above and could be between the hours of 9am-7pm
- Regular fall quarter shift hours will begin: Thursday, September 26th (first day of classes)

Application Details

Application due date: **Sunday, July 28, 2024 @ 11:59pm PT**

Interviews

Only applicants selected for interviews will be contacted.

If selected for an interview, you will be contacted by email on approximately August 15.

Interviews will take place: August 19 - August 28

Interviews will be conducted on Zoom or in person at UCSB

Application Procedure

Complete the [online application](#) by Sunday, July 28, 2024 @ 11:59pm PT.

Please note that the online application must be done in one sitting, and it contains a required task that will take some time to complete. At the bottom of the application, you will also be requested to upload your current résumé and additional video materials that you created and would like to share with the hiring committee. Make sure to plan ahead and allow enough time to successfully complete the full application.

If you are a UCSB EAP returnee and would like to be considered for the regular [Peer Advisor](#) position in addition to the VIDEO Peer Advisor position, you must submit a separate application (two applications total).