

## **Apply to become a UCSB EAP Video Peer Advisor!**

**\$16.50 per hour / 10 hours per week**

### ***General Summary of Duties and Responsibilities***

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

- Developing and implementing innovative video strategies and content for EAP/CIP with the goal of increasing the number and diversity of participants
- Creating online video materials and ensuring consistent messaging
- Assist in maintaining the YouTube Channels for EAP/CIP

### **Duties include:**

- Creating videos from start to finish including videotaping and editing
- Organizing video collection via spreadsheets
- Communicating with staff regarding video needs
- Communicating with students to set-up times to record
- Updating videos on the website/Youtube channel/Instagram/TikTok
- Providing ideas to the 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/CIP program is **NOT** a requirement for this position.

- Experience with video editing software, preferably Premiere Pro
- 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 EAP/CIP and be willing to learn as much as possible about both programs. 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 EAP/CIP 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 2025, Winter 2026 and Spring 2026 quarters. Your graduation date must be Spring 2026 or later. You will not be eligible for the position if you intend to graduate at the end of fall or winter quarter.

### ***Mandatory Training Dates***

- To be eligible for the position, you **MUST** attend all required paid training days that could take place between Monday, September 21 to Wednesday, September 24 (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.
- Regular fall quarter shift hours will begin: September 25 (first day of classes)

### ***Application Details***

Application due date: **August 3, 2025 @ 11:59pm PT**

#### Interviews

Only applicants selected for interviews will be contacted.

If selected for an interview, you will be contacted by phone on approximately August 14.

Interviews will take place: August 18 - August 22

Interviews will be conducted on Zoom or in person at UCSB

#### Application Procedure

**Complete the [online application](#) by Sunday, August 3, 2025 @ 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).