



THE UCR LATINO & LATIN AMERICAN STUDIES RESEARCH CENTER IS HIRING STUDENTS!!

The UCR Latino & Latin American Studies Research Center (LLSRC) is looking for a part-time Undergraduate Student Assistants to provide general support for Center programs and activities. Preference will be given to incoming 2nd year and 3rd year students. The expected commitment for this position is between 10-15 hrs/week. Payrate: \$16/hr.

Duties include:

- Assist with research and surveys
- Assist with oral history project
- Assist with documentary on boxing in the Inland Empire
- Create flyers for LLSRC sponsored events and programs in a timely fashion.
- Assist with managing the LLSRC email list and help circulate announcements via email and the Center's social media sites.
- Assist with LLSRC programs/events by providing on-site trouble shooting alongside the LLSRC Program Coordinator.
- Assist with catering orders and venue reservations for LLSRC events with the Program Coordinator.
- Assist with coordinating travel/lodging for LLSRC guests in conjunction with the Program Coordinator.
- Assist with research and surveys

If interested, please submit resume/cv to David Arriaza (darriaza@ucr.edu)