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The Triton Worker | Issue 3  
studentemployment@ucsd.edu | career.ucsd.edu



**Our mission:** To build an informed student employment community, to maximize students on-campus work experience, and to help students reach their career goals. The Triton Worker is a monthly newsletter that was created by the Student Employment Office to serve the UCSD student worker community.

**Have you been reading the Triton Worker since the beginning? Do you have a favorite section? Do you have ideas about what we should include? Let your voice be heard and fill out [this google form!](#)**

## Student Spotlight



### Rohan Bhow

Technology Support Specialist, Integrated Procure-to-Pay Solutions  
Economics w/ Business minor | Eleanor Roosevelt College | Third Year

I assist with the development and support of UCSD Marketplace which is our university's procurement software. To put it into perspective, Marketplace supports 23000 staff, 7000 active users and \$500M in annual spending. I'm part of the Technology and Project Management team, where I focus on quality assurance and development of new enhancements and integrations for our tech based solutions. It's a cross-functional role where not only do I need to have an understanding of business operations but I also need to be thorough with software development and maintenance. My job is really unique since I get to manage my own projects that have an impact on our university's procurement system. I engage in both customer support and coordination with our information technology team to optimize Marketplace and ensure the highest customer satisfaction.

**Q:** What advice do you have for fellow student workers? **A:** Make the most of your time here! Demonstrate that you are actively engaged and take initiative in projects and tasks you are assigned. You will be respected and given leadership opportunities if you have the ability to take on challenges. Develop a strong relationship with your supervisors and colleagues. You have a chance to make great friends and connections that will function as your support system in the work environment. By cultivating strong relationships now, you never know what doors may open in the future! I know student workers who have received internship and full-time job offers since they have formed great networks at work. I would strongly suggest to identify a particular individual that you can look up as a mentor; seek advice and critical feedback from him/her. This will enable you to better perform at your job and gain confidence in your abilities.

**Q:** How did you find out about your current job? **A:** One of my friends who recently graduated recommended that I should consider working at UCSD Business & Financial Services. Via the Student Employment Office and Port Triton, I searched for openings that aligned with my skills and interests.

**Q:** What is your favorite part about your job? **A:** The ocean view from my cubicle! Jokes aside, I really enjoy working with a highly innovative and creative team. Since I'm the only student on my team, I'm constantly tasked with performing at the same level as my fellow employees. I really enjoy being challenged by taking up my own projects and seeing the impact it has on the business systems, our customers, and the university as a whole.

**Q:** What have you gained from working at your current job? **A:** Definitely time management and my ability to focus on the tasks I have at hand. I've become a lot more organized and efficient since each week I have to delegate time to my meetings, projects, and customer follow-up, not to mention I still have classes to go to! I've become more confident in my own skills and abilities. My analytical and problem solving skills are constantly being put to test through my various projects and duties. I've also learned a great deal about how vital communication skills are to form a strong team dynamic and company culture. I've become more responsible since I understand the repercussions to the organization and my team if I were to underperform and slack.

**Q:** Is this job in line with your career goals? **A:** Yes! Working at Business & Financial Services actually aligns perfectly with what I'm keen on doing in the future. I'm determined to pursue a career in business development in the tech and software industry. I'm also really interested in business analytics and startups. My current job will allow me to identify my skills and expertise that I should leverage in order to achieve my career goals.

**Q:** What advice do you have for students who are looking for jobs? **A:** I strongly suggest reaching out to the Student Employment Office and Careers Services Center. The Career Services Center provides a lot of helpful resources such as mock interviews, resume workshops and networking panels. Port Triton is really helpful since you can find out about various job opportunities on campus and the respective requirements for the job. You can also inquire with professors and faculty since they often have openings for TA's and research assistants. I strongly suggest that you try to get involved on campus as early as possible. The later you wait, it gets more challenging since classes get more demanding and there are pressures regarding post-graduation plans. From my own experience, I've noticed it is best to look for on-campus job opportunities either right before Fall Quarter starts or towards the end of Spring Quarter since departments often need to hire new employees to replace those who have graduated. Finding a job can be a daunting and challenging experience but be patient, stay motivated, and don't give up!

Do you have an awesome on campus job? Do you love what you do and want to share your experiences with other students? If so, [contact us](#) and you may be spotlighted in future newsletters!

## Commencement Speakers Wanted

### Interested in being an All-Campus Commencement Student Speaker?

All undergraduate and graduate students receiving a UC San Diego degree in June 2016 are invited to apply and audition for the role of student speaker at this year's All-Campus Commencement. A panel of campus leaders will choose one student to deliver an inspirational message (up to 5 minutes) to fellow graduates on the event's theme, **Service to the Community and the World.**

Complete and submit the [All-Campus Commencement Student Speaker Application](#) (PDF).

- You're encouraged to include examples of your service in your application.
- Feb. 1 through March 18: Applications accepted; must be received by March 18.
- First 2 weeks of April: Student-speaker candidates who have been selected to move forward in the process will audition by presenting the 5-minute speech they hope to deliver at the All Campus Commencement. A campus-wide panel representing students, faculty, college and campus leadership will select the speaker.
- Mid-April: The student speaker will be announced.

## Job Opportunity

### Earn up to \$18.00/hr while using your Work-Study award in a Community Service job **Off-Campus!**

There are a limited number of positions available to work through May 20, 2016 only. UCSD REQUIREMENTS TO APPLY:

- Must have a 2015/16 Work-Study Award (See job description for minimum amount requirement).
- Must pay UCSD Student Services Fees each quarter working.
- Must be Registered in a Minimum of 6 Units each quarter working and in Good Academic Standing.
- No other on-campus employment is permitted while working in the Off-Campus Work-Study Program; NO EXCEPTIONS.
- Duties require direct contact with children (defined as individuals under the age of 18); completion of the Child Abuse and Neglect Reporting Act (CANRA) form will be required.

\*Your own reliable transportation is highly recommended.

#### OPENINGS:

- #815735 – Reading & Math Tutor – CHW, Las Serenas Apts (National City) – \$18.00/hr
- #814400 – Reading & Math Tutor – CHW, Poway Cluster (Poway) – \$18.00/hr
- #813513 – Math Tutor – STAR/PAL (City Heights/College Area) – \$16.00/hr
- #813512 – Reading & Math Tutor – BEEP (Logan Heights)- \$16.00/hr
- #813517 – Reading & Math Tutor – Zamorano Fine Arts Academy (Bonita) - \$18.00/hr
- #813514 – Reading & Math Tutor – Vista Grande Elementary (Tierrasanta) - \$16.00/hr
- #814132 – Program Leader – Boys & Girls Club, San Dieguito (Carmel Valley) – \$10.10/hr

IF INTERESTED VIEW LISTING ON PORT TRITON AND FOLLOW "HOW TO APPLY" INSTRUCTIONS FOR EACH JOB.

## On-Campus Department Spotlight

### Carin Wallace

UCSD Bookstore  
[cwallace@ucsd.edu](mailto:cwallace@ucsd.edu) | 858-534-0116

I am the Payroll and Personnel Assistant in the Accounting Department of the UCSD Bookstore. I help interview students, set up interview appointments, handle timekeeping, and payroll for the entire Bookstore. I also post jobs for the various departments within the Bookstore, write job descriptions for the departments, talk to the staff and managers about the hiring needs of the departments, and make schedules. Finally, I talk to students about payroll and events happening in the store to get them more involved in our community.



**Q:** What role do student workers play within your department? **A:** The bookstore uses student workers all over the bookstore for a variety of jobs and they are invaluable in every department. The bookstore wouldn't operate without the student workers. We have over 180 students working during the academic year and they are integral to running the Bookstore

business. Plus we have several behind the scenes areas like accounting, receiving, and loss prevention that the general public may not be aware of where student workers assist the staff.

**Q:** What can students gain from working in your department? **A:** From working in our department students can gain an understanding of how to balance school, work, and [other] activities. We always want students to put their academic studies first and work second. It can be quite a challenge learning to balance everything that is going on. Students also learn how to put the things they learn in the classroom into action. They learn how to interact with the public, follow directions, work in a team environment, and to be self-motivated so they can work effectively and accurately on their own.

**Q:** Does your department offer any special opportunities for students? **A:** The Bookstore just renewed our promotion hierarchy so that we are able to promote more student internal candidates. We are creating more events for the students on campus so we check with the student workers first to see what type of events they would like to see at the bookstore. Students are often given the first chance to try samples from our vendors and read books before they hit the bookshelves.

**Q:** When hiring, what kind of experience or skills and qualifications are you looking for? **A:** The Bookstore hires students with any level of experience. At the Sales Associate or Cashier level a student could come in with no experience and really learn the job from the inside out. At the Lead, Accounting, Marketing, and Assistant level students may have leadership, supervising, student organization or office experience that translates to these types of jobs.

**Q:** Do you have advice for a student just starting to gain work experience? **A:** Look at your schedule realistically when applying for job to make sure you have a work/life balance. Don't just think about the number of classes you are taking also think about how many hours you need to study and any groups you are involved with that may affect your free time. Remember all work experience is relevant and while you may do something at first that does not relate to your career path directly later in life you will be surprised how far good work habits, paying attention to detail, and showing up to work on time will get you.

If you or someone you know is interested in being a part of our Alumni Spotlight, [contact us!](#)

## Upcoming Events

Navigating People and Organizations to Get the Promotion  
Mar. 2nd | 2p-3p | Career Service Center—Horizon Room

How do you relate to others? Perhaps your social style has something to do with it! Come to this interactive workshop to learn about your social style along with how to effectively navigate organization using the four frame approach.

The Resume Puzzle: What Goes Where?  
Mar. 8th | 11a-12p | Career Service Center – Round Room

Are you ready to develop your resume, but confused with how to start? Join Leanna Biddle to review different techniques in building your resume, and creating your desired image in this process.

2016 Education Fair  
Mar. 31st | 4p-6p | Price Center Ballroom East

Come check out education employers such as Teach for America, San Francisco Unified School District, San Diego Unified School District, Los Angeles Unified School District and many more!

Internship Panel  
Mar. 2nd | 12p-1p | Career Services Center—Horizon Room

Engage in conversation with a panel of "success stories" for your career development.

In you are currently employed on campus and need assistance, guidance, or need help resolving conflict within your current job please [reach out](#) to The Student Employment Office. We are here as a resource for YOU.