

From: [Dean of the Graduate Division](#)
To: [Dean of the Graduate Division](#)
Subject: Summer Employment for Graduate Students - Please Post Initial Openings by 4/30/20
Date: Friday, April 17, 2020 7:29:29 PM

April 17, 2020

TO: ASSOCIATE CHANCELLOR
CAMPUS DEANS
COLLEGE PROVOSTS
CHIEF INFORMATION OFFICER
VC RESOURCE MANAGEMENT & PLANNING
VC CFO CAMPUS
VC EQUITY DIVERSITY INCLUSION
VC HEALTH SCIENCES
VC RESEARCH
VC SCRIPPS INSTITUTION OF OCEANOGRAPHY
AVC ADVANCEMENT OPERATIONS & CAMPAIGN
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AVC ALUMNI, ANNUAL GIVING & PIPELINE DEVELOPMENT
AVC HEALTH SCIENCES
AVC LEADERSHIP STRATEGY & ENGAGEMENT
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AVC UNIVERSITY DEVELOPMENT
ASSISTANT DEANS
DEPARTMENT AND GROUP CHAIRS
GRADUATE ADVISORS
GRADUATE COORDINATORS
GRADUATE EMPLOYMENT COORDINATORS
STUDENT AFFAIRS STAFF
DEPARTMENT MSOs
PROGRAM MSOs

FR: JAMES ANTONY, Dean of The Graduate Division

SUBJ: Summer Employment for Graduate Students - Please Post Initial Openings by 4/30/20

Dear Campus Partners,

Every summer UC San Diego employs many graduate students as teaching assistants, resident advisors, educational mentors, researchers, and hourly administrative staff in offices across campus. This year, we are launching an initiative that will make it easier for all graduate students to learn about available opportunities university-wide.

On Friday, May 1 we will be sending all graduate students an email announcing an update to

the [Grad Life website](#) that provides links to two digital marketplaces where they can search for, and apply to, summer employment opportunities.

We ask you to please list as many of your anticipated summer opportunities as possible in these digital marketplaces **by April 30**. Even after this date, as you develop additional opportunities, please continue to post them so that students will have the best chance of learning about them.

As always, your department/unit/division HR or student employment coordinator can assist with posting positions. They have access to, and should post opportunities for graduate students in, the following digital marketplaces:

- [IA System](#) *for academic student employment opportunities such as teaching assistants, readers, and tutors.*
- [Handshake](#) *for casual/restricted hourly roles and graduate student researcher positions. Please request these roles be labeled in the system as “graduate students preferred” for easy searching.*

Thank you for partnering with us this summer to provide employment opportunities to graduate students and ensure that all students are aware of available positions. If you have any questions about hiring graduate students, please email fsu-director@ucsd.edu.