

To: Academic Department Business Officers

From: Helly Kwee, Interim Director  
Academic Personnel

Re: Annual posting of open ASE positions

According to [Article 23](#) of the contract covering Academic Student Employment for UC graduate students, the University is required to begin posting all available ASE positions for the next year on the campus website. Although allocations for academic year 2024-25 are not yet available, please send us your estimates, and we will update the listing later as necessary. If you anticipate that all your positions will go to current or incoming ASEs in your department, you can let us know that you have "no positions currently available," and we will post that on the website. **In particular, please verify your departmental contact information, even if you have no open positions.**

Please send the following information for your department:

For SUMMER 2024

Type of position: Teaching Assistant, Associate, Reader, Remedial Tutor

Anticipated number of positions for each type

Name/phone number/email address of the contact person for the hiring department

For ACADEMIC YEAR 2024-25

Type of position: Teaching Assistant, Associate, Reader, Remedial Tutor

Anticipated number of positions for each type

Name/phone number/email address of the contact person for the hiring department

The listings will be posted on the Office of Academic Personnel's website at:

<https://ap.ucsb.edu/resources.for.prospective.employees/graduate.student.academic.appointments/ase.open.positions/>

Please send your information to Billy Ko, Academic Student Employment Coordinator at: [billyko@ucsb.edu](mailto:billyko@ucsb.edu) by **March 13, 2024**. If we do not hear back from you we will assume that the contact information on the web site is correct and that you do not anticipate any open positions.

Thank you for your assistance.

**Contract Requirement for Postings at the Department Level**

In addition to the campus posting requirement, individual departments and hiring units are expected to post available ASE positions on their website within sixty (60) days before the commencement of the current academic year. Should new positions become available, they shall be posted within fourteen (14) days.