UC SANTA BARBARA  
Office of Admissions

Reader Application Form | Fall 2025 Cycle | Application Due: August 4, 2024

UCSB Reader Position Description

Using professional judgment, review and analyze UCSB applicant information (including academic achievement, personal history, extracurricular activities, leadership awards, service, work experience, etc.) to identify applicants who would contribute to the quality and diversity of the campus community. Readers will review both domestic and international applications.

› Readers work remotely and all training requirements will be completed online.
› Mandatory training requirements include studying all training materials, attending a virtual training session, and successfully completing the certification process.
   ○ Reader training materials will become available in October.
   ○ Virtual training sessions will be hosted on:
     • Oct. 23: 8:30-2:00 pm, or Oct. 26: 8:30-2:00 pm (must attend one session)
   ○ Sample review sessions will be hosted on:
     • Oct. 30: 8:30-2:00 pm or Nov. 2 8:30-2:00 pm (must attend one session)
› Reader manual and all training materials will be provided in a digital format.

Time Commitment

Minimum of 15 hours per week from December through at least mid-February

Minimum Requirements to Apply

Required:
› Experience in areas or programs that promote or prepare students for post-secondary education
› Willing to read Fall 2025 applications exclusively for UC Santa Barbara
› The ability to participate remotely with internet access and video conferencing with camera and microphone capabilities. Reader is to provide internet connection and computer (laptop recommended).

Desired:
› Recent professional experience in education (e.g. teacher, counselor, administrator)
› Professional experience with diverse student populations and academic settings
› Experience as a UCSB Reader who successfully met minimum expectations in a previous reading cycle

Application Process

› Submit the application, cover letter and resume by August 4 at:  
  https://connect.admissions.ucsb.edu/register/ReaderApplication
› Selected Readers will be notified by September 15.
› Compensation for Readers is $23.58 per hour.
› Hired Readers must be able to complete the Human Resources hiring process prior to October 15, 2024 (employment start date). The hiring process will be completed virtually through video conferencing.

Questions

For questions about the reading process email: Readerhelp@sa.ucsb.edu