



Student Job Fair

Wednesday, September 2, 2009

11:30 a.m. - 1:00 p.m.

Multipurpose Room

Gold Student Center

Pitzer College

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CMC=Claremont McKenna College
OC=Off Campus

CUC=Claremont University Center
PZ=Pitzer College

HMC=Harvey Mudd College
POM=Pomona College

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DEPARTMENTS (by Alphabetical Order)

* Work-Study Wage at Pitzer College is \$8.40. The California minimum wage is \$8.00/hour.

ADVANCEMENT

Broad Center 100, Pitzer College

Office Description: The Advancement Office supports the goals and purposes of Pitzer College and fosters bonds between the alumni, parents and friends of the College. It has direct responsibility for alumni and parent programs and conducts the fund raising efforts for the college.

PHONATHON CALLER

Job Description: We are looking for enthusiastic and friendly students to make calls to alumni and parents. Raising funds for scholarships, study abroad, faculty support and environmental upgrades for example. Position is a lot of fun and rewarding.

Qualifications: Must be a Pitzer College student. Good communications skills, enthusiastic, organized, positive attitude, and have the ability to work well with others.

Hours per week: 3-4 hours

Contact Information: Mr. Imani Harris, 1050 N. Mills Avenue, Broad Center 100, Claremont, CA 91711, imani_harris@pitzer.edu, 909-607-8267

ARBORETUM

Arboretum Center, Pitzer College

Office Description: The Arboretum shapes and manages 10 acres of Pitzer College land and its plants. We design gardens, plant, irrigate, weed, restore natural areas, and create new gardens.

LAND STEWARD

Job Description: Work with the director and the Assistant Director to develop and manage an alternative campus that replaces turf grass and asphalt, focusing on native plants, wild-life habitat, sustainable ecological systems, and the interrelationships between people, plants, and animals.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Must enjoy physical work outdoors. Experience in gardening or landscaping, park or wilderness management, or field botany would be useful, as could familiarity with herbs.

Contact Information: Mr. Joe Clements, Director, 909-607-3608, joe_clements@pitzer.edu,

AUDIO VISUAL

McConnell 100, Pitzer College

Office Description: Delivery, setup and maintenance of Audio Visual equipment to classrooms and other on-campus events. Management of the College Film Library.

AUDIO VISUAL STAFFER

Job Description: We will train. Answer phones, take and relay messages, and tend to walk-in requests. Answer questions about films and make library resources available to faculty and

students. Occasional data entry. Provide sound support at College's major events. Provide support for faculty and community with AV equipment. Additional Contact: Henry Fernandez, Audio Visual Technician.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Previous experience not necessary. We will train.

Hours per week: Mostly 3 hours shifts. Hours will vary. Office open from 8:00 a.m. - 10:00 p.m.

Contact Information: Mr. Victor Milhon-Martin, Pitzer College, McConnell 100, 1050 N. Mills Avenue, Claremont, CA 91711, victor_mimartin@pitzer.edu, 909-607-2638

CAREER SERVICES

Mead Hall, Pitzer College

Office Description: Career Services provides individual career counseling; access to a resource library; on campus recruiting; seminars and special events; the alumni network; community services; and internship listings to Pitzer students and alumni.

OFFICE ASSISTANT

Job Description: Assist with front-desk coverage, enter data on online database, run campus errands, photocopy, file, distribute publicity and other duties as assigned.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Clerical skills including familiarity with Microsoft Office, databases, answering phones, using fax and photocopy machines, writing and researching skills. Friendly personality, responsible, reliable, detail oriented and flexible.

Hours per week: 5-10 hours/week

Contact Information: Ms. Tammy Muir, tamara_muir@pitzer.edu, 621-8519

CENTER FOR ASIAN PACIFIC AMERICAN STUDENTS (CAPAS)

Mead Hall, Pitzer College

Office Description: The Center for Asian Pacific American Students seeks to enrich and develop social, intellectual and personal growth in our students by providing Asian American resources as well as welcoming, supportive environment. The Center serves as an advocate for the Asian and Pacific Islander community, and promotes an educational dialogue that embraces the unique experiences of the ethnic communities, the cultural fabric of our institution.

1) OFFICE & ADMINISTRATIVE COORDINATOR

Job Description: The Office Coordinator/Administrative Intern will oversee services such as the volunteer program and resource library for the center. S/he will be responsible for coordinating volunteer committees for various programs and assistance with research and postings of scholarships, internships and job opportunities to the Pitzer community. Intern will assist with hours of operation, serve as a student representative on committees and attend staff meetings as needed.

Qualifications: Pitzer College eligible work-study students who have experience working with diverse groups, excellent organizational and management skills. Some familiarity with databases

and Asian American/Pacific Islander community is preferred. Must be responsible, a team player and have a good sense of humor.

Hours per week: Variable

Contact Information: Stephanie Velasco Poserio, Mead Hall, 1050 N. Mills Avenue, Claremont, CA 91711, stephanie_velasco@pitzer.edu, 909-607-9815

2) PROGRAM COORDINATOR

Job Description: The Program Coordinators will work closely with staff and volunteers in providing educational, cultural and social programs for the Pitzer community. The Coordinator will be responsible for coordinating at least two programs per semester, serve as student representatives on committees and attend staff meetings as needed.

Qualifications: Pitzer College eligible for work-study students who have prior programming experience, and excellent communication, organizational and time management skills. Some familiarity with Asian American/Pacific Islander community is preferred. Must be flexible, a team player and have a positive attitude.

Hours per week: Variable

Contact Information: Stephanie Velasco Poserio, Mead Hall, 1050 N. Mills Avenue, Claremont, CA 91711, stephanie_velasco@pitzer.edu, 909-607-9815

3) PUBLICITY & OUTREACH COORDINATOR

Job Description: The Publicity & Outreach Intern will serve as a liaison to multi/cultural clubs and organizations and assist with the CAPAS website and online newsletter 'Voices from the Margin.' S/he will be responsible for attending club/organization meetings and organizing publicity of events among these organizations. Intern will also assist with design and publicity of events and attend staff meetings as needed.

Qualifications: Pitzer College eligible work-study students open to working with diverse groups. Some familiarity with newsletter publications and website and flyer design and Asian American/Pacific Islander community is preferred. Must have excellent work ethic, networking experience, public speaking and organizational skills, reliable, flexible and a team player.

Hours per week: Variable

Contact Information: Stephanie Velasco Poserio, Mead Hall, 1050 N. Mills Avenue, Claremont, CA 91711, stephanie_velasco@pitzer.edu, 909-607-9815

CENTER FOR CALIFORNIA CULTURAL & SOCIAL ISSUES (CCCSI)

Bernard 206, Pitzer College

Office Description: CCCSI is a hub for community-based education, combining work in the field with work in the classroom.

1) CHANGEMAKER INTERN

Job Description: Assist Changemaker Urban Fellow in event planning and coordination.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Computer skills, attention to detail, organizational skills, good communication.

Hours per week: 5

Contact Information: Ms. Tricia Morgan, Pitzer College, Bernard Core, 2nd Floor, 1050 N. Mills Avenue, Claremont, CA 91711, tricia_morgan@pitzer.edu, 909-607-8184

2) COMMUNITY TUTORS

Job Description: Tutors needed in a variety of capacities from pre-school to adult learning with at-risk youth, homework help, and/or incarcerated individuals. Depending on tutor placement, training and materials are available and TB tests/finger printing may be required.

Qualifications: Must be a Pitzer College student who is eligible for work-study must be responsible, patient, reliable, and resourceful.

Hours per week: Varies

Contact Information: Ms. Tricia Morgan, Pitzer College, Bernard Core, 2nd Floor, 1050 N. Mills Avenue, Claremont, CA 91711, tricia_morgan@pitzer.edu, 909-607-8184

3) OFFICE ASSISTANT

Job Description: Assist the Administrative Assistant with office duties, scanning, copying, printing, communications, grant research and writing.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Computer and basic office skills as well as research skills.

Hours per week: 5-15 hours per week

Contact Information: Ms. Tricia Morgan, Pitzer College, Bernard Core, 2nd Floor, 1050 N. Mills Avenue, Claremont, CA 91711, tricia_morgan@pitzer.edu, 909-607-8184

4) PROTOTYPES CHILD CARE

Job Description: Assist in child/day care for infants and toddlers.

Qualifications: Must be a Pitzer College student who is eligible for work-study. TB test and finger printing is required.

Hours per week: Varies

Contact Information: Ms. Tricia Morgan, Pitzer College, Bernard Core, 2nd Floor, 1050 N. Mills Avenue, Claremont, CA 91711, tricia_morgan@pitzer.edu, 909-607-8184

5) PROTOTYPES GARDENING & ENVIRONMENTAL COORDINATOR

Job Description: Help with maintain and begin a new garden, and facilitate a recycling program.

Qualifications: Must be a Pitzer College student who is eligible for work-study or a volunteer. TB test and finger printing is required.

Contact Information: Ms. Tricia Morgan, Pitzer College, Bernard Core, 2nd Floor, 1050 N. Mills Avenue, Claremont, CA 91711, tricia_morgan@pitzer.edu, 909-607-8184

6) PROTOTYPES YOUTH GROUP & TUTORING

Job Description: Organize events for the apartment youth group and help with after school tutoring.

Qualifications: Must be a Pitzer College student who is eligible for work-study or volunteer. TB test and finger printing is required.

Contact Information: Ms. Tricia Morgan, Pitzer College, Bernard Core, 2nd Floor, 1050 N. Mills Avenue, Claremont, CA

91711, tricia_morgan@pitzer.edu, 909-607-8184

7) WEBSITE ASSISTANT

Job Description: Work on a variety of changes that CCCSI would like to implement on our website. Manage e-Newsletter of ongoing CCCSI announcements and opportunities. E-Newsletter will go out monthly, but should also maintain up-to-date info on the website between monthly newsletters.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Experience with web design and appropriate software/programming. Punctual, efficient, reliable.

Hours per week: Varies

Contact Information: Ms. Tricia Morgan, Pitzer College, Bernard Core, 2nd Floor, 1050 N. Mills Avenue, Claremont, CA 91711, tricia_morgan@pitzer.edu, 909-607-8184

CHILDREN'S SCHOOL @ CMC, THE

654 E. 6th Street, Claremont, CA

Office Description: The Children's School at Claremont McKenna College has been an integral part of The Claremont Colleges since its founding in 1936. Foremost in our minds in operating the school is to provide an outstanding educational program for young children.

STUDENT ASSISTANT

Job Description: Help involve children ages 2-8 in activities under the direction of staff members.

Qualifications: Must be a Claremont College student who is eligible for work-study. Experience with young children. Ability to relate effectively with children. Tuberculin skin test verification of Montoux test done within one year required for all new hires.

Hours per week: 6-7 hours

Contact Information: Sheri Ripley, 654 E. Sixth Street, Claremont, CA 91711, sheri.ripley@cmc.edu, 909-621-8086

CLAREMONT AFTER-SCHOOL PROGRAMS (CLASP)

1111 N. Mountain Avenue, Claremont, CA

Office Description: Claremont After-School Programs provide academic support for local elementary school children who are at risk. This is a non-sectarian program is closely linked with Claremont schools.

TUTOR

Job Description: Tutor elementary school students on their homework at two low-income housing complexes and two churches in Claremont. All located five minutes from the colleges.

Qualifications: Must be a Claremont College student who is eligible for work-study. Must have good communication skills and ability to work with an enjoy children.

Hours per week: 3:00-5:00 p.m. or 4:00-6:00 p.m.

Contact Information: Ms. Adrienne Kijak, 1111 N. Mountain Avenue, Claremont, CA 91711, clasp.office@gmail.com, 909-624-9693 x314

CLAREMONT UNIFIED SCHOOL DISTRICT

Organization Description: Six Elementary Schools of the Claremont School District serve a diverse population of students.

1) AVID TUTOR – El Roble Intermediate

Job Description: Act as peer-tutors to the 30 students selected to participate in the AVID program in the fall.

Qualifications: Must be a Claremont College student who is eligible for work-study. Would need to take AVID training; arrangements made with El Roble or Claremont High School.

Hours per week: Tuesdays, Thursdays, and Fridays 2 hours each

Contact Information: Dr. Kevin Grier, 665 N. Mountain Ave, Claremont, CA 91711, kgrier@chs.cusd.claremont.edu, 909-398-0343

2) COMPUTER LAB ASSISTANT – Sumner Elementary

Job Description: Assist in the computer lab, loading software, helping with printing and helping children of all grade levels work on computers. Assist teachers, monitor reading comprehension computer program.

Qualifications: Must be a Claremont College student who is eligible for work-study. Reliability, patience, enjoys working with children, computer skills.

Hours per week: Up to 8

Contact Information: Mr. Frank D'Emilio, 1770 Sumner, Claremont, CA 91711, fdemilio@chs.cusd.claremont.edu, 909-398-0609 x69001

3) COMPUTER LAB ASSISTANT – Vista del Valle

Job Description: Assist in the computer lab, loading software, helping with printing, and helping children of all grade levels work on computers. Assist teachers, monitor reading comprehension computer program.

Qualifications: Must be a Claremont College student who is eligible for work-study. Reliability, patience, enjoys working with children, computer skills.

Hours per week: Up to 8

Contact Information: Mr. Ley Yeager, 550 Vista Drive, Claremont, CA 91711, lyeager@cusd.claremont.edu, 909-398-0609 x65001

4) GARDENING MENTOR – Vista del Valle Elementary

Job Description: Guide small groups of students through the phases of container gardening (from seed to container creation to maintenance of fertile growing environment to water, feed, harvesting, and eating).

Qualifications: Must be a Claremont College student who is eligible for work-study. Reliability, patience, interested in working with children.

Hours per week: Up to 10

Contact Information: Mr. Ley Yeager, 550 Vista Drive, Claremont, CA 91711, lyeager@cusd.claremont.edu, 909-398-0609 x65001

5) LIBRARY ASSISTANT – Vista del Valle Elementary

Job Description: Check in and out processing of books, monitor library during recesses, lunch, and after school.

Qualifications: Must be a Claremont College student who is eligible for work-study. Reliability, patience, interested in working with children.

Hours per week: Up to 10

Contact Information: Mr. Ley Yeager, 550 Vista Drive, Claremont, CA 91711, lyeager@cusd.claremont.edu, 909-398-0609 x65001

6) READING TUTOR – Vista del Valle Elementary

Job Description: Read with students 1:1, ask critical questions of the reader checking for comprehension, encourages students to read on their own and practice fluency with familiar passages.

Qualifications: Must be a Claremont College student who is eligible for work-study. Reliability, patience, interested in working with children.

Hours per week: Up to 10

Contact Information: Mr. Ley Yeager, 550 Vista Drive, Claremont, CA 91711, lyeager@cusd.claremont.edu, 909-398-0609 x65001

7) RECESS ASSISTANT & ACTIVITY LEADER - Vista del Valle Elementary

Job Description: Helping to supervise morning and midday recesses, refereeing team and individual games, direct non-competitive recess duties.

Qualifications: Must be a Claremont College student who is eligible for work-study. Reliability, patience, interested in working with children.

Hours per week: Up to 10

Contact Information: Mr. Ley Yeager, 550 Vista Drive, Claremont, CA 91711, lyeager@cusd.claremont.edu, 909-398-0609 x65001

8) SCIENCE AIDE - Vista del Valle Elementary

Job Description: Work with teachers and help prepare and deliver hands-on science activities.

Qualifications: Must be a Claremont College student who is eligible for work-study. Reliability, patience, enjoys working with children

Hours per week: Up to 10

Contact Information: Mr. Ley Yeager, 550 Vista Drive, Claremont, CA 91711, lyeager@cusd.claremont.edu, 909-398-0609 x65001

9) TEACHER'S ASSISTANT – Sumner Elementary

Job Description: Assist teachers in several areas including tutoring individuals and small groups, physical education, music, computer, group activities, and library activities.

Qualifications: Must be a Claremont College student who is eligible for work-study. Reliability, patience, enjoys working with children

Hours per week: Up to 10

Contact Information: Mr. Frank D'Emilio, 1770 Sumner, Claremont, CA 91711, fdemilio@chs.cusd.claremont.edu, 909-398-0609 x69001

10) TEACHER'S ASSISTANT – Sycamore Elementary

Job Description: Individuals will be directed by the classroom teacher to provide individualized or small group support to students across the elementary curriculum. Administrative tasks may also be required.

Qualifications: Must be a Claremont College student who is eligible for work-study. Student employees should enjoy working with elementary-aged children.

Hours per week: 2-6 hours/week

Contact Information: Mrs. Amy Stanger, 225 W. 8th Street, Claremont, CA 91711, astanger@cusd.claremont.edu, 909-398-0324

11) TEACHER'S ASSISTANT - Vista del Valle Elementary

Job Description: Assist teachers in several areas including tutoring individuals and small groups, physical education, music, computer, group activities, and library activities.

Qualifications: Must be a Claremont College student who is eligible for work-study. Reliability, patience, enjoys working with children.

Hours per week: Up to 10

Contact Information: Mr. Ley Yeager, 550 Vista Drive, Claremont, CA 91711, lyeager@cusd.claremont.edu, 909-398-0609 x65001

12) TUTOR/MENTOR – Child Development Program

Job Description: To help K-6th grade students with homework assignments and assist with other after school activities and serve as a role model for students.

Qualifications: Must be a Claremont College student who is eligible for work-study. Reliability, patience, interested in working with young people. Training is mandatory and will be arranged upon hiring.

Hours per week: 3-5 pm Monday-Thursday

Contact Information: Ms. Kim Kenner, 2080 N Mountain Ave, Claremont, CA 91711, kkenner@chsmail.claremont.edu, 909-398-0609 x41007

13) WRITING COACH – Vista del Valle Elementary

Job Description: Editing student work with the student, working on discrete skills, assisting teacher in writers

Qualifications: Must be a Claremont College student who is eligible for work-study. Reliability, patience, enjoys working with children.

Hours per week: Up to 10

Contact Information: Mr. Ley Yeager, 550 Vista Drive, Claremont, CA 91711, lyeager@cusd.claremont.edu, 909-398-0609 x65001

DEAN OF FACULTY'S OFFICE

Fletcher Core, 2nd Floor, Pitzer College

Office Description: Academic Office of Pitzer College.

1) FACULTY ASSISTANT

Job Description: Assists faculty in all ways.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Likes to work with people.

Hours per week: Flexible hours Monday-Friday

Contact Information: Mr. Ken Olitt, 1050 N. Mills Avenue, Claremont, CA 91711, ken_olitt@pitzer.edu, 909-621-8218

2) STUDENT ASSISTANT

Job Description: Assist in office of Graduate Fellowships/Academic Administration with Pitzer catalogue preparation, compiling curriculum, Fulbright and other fellowships, and a wide variety of other clerical duties.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Clerical ability, computer literate, reliable, detail oriented, able to maintain confidentiality.

Hours per week: Flexible hours

Contact Information: Ms. Sandy Hamilton, Fletcher Hall 208, 1050 N. Mills Avenue, Claremont, CA 91711, sandy_hamilton@pitzer.edu, 909-607-9108

FINANCIAL AID

Scott Hall 125, Pitzer College

Office Description: Pitzer College's financial aid program supports the goals of the admission program: to bring to the campus a student body of quality and diversity. Financial aid at Pitzer is awarded to students on the basis of financial need. During the 2008-09 academic year, approximately 42% of the Pitzer student body received some form of financial assistance.

OFFICE ASSISTANT

Job Description: In a friendly, warm, and enjoyable atmosphere, this person will be responsible for filing, assisting Financial Aid Specialist with payroll, assisting Associate Director with loan processing, answering phones, light typing, and other duties as assigned.

Qualifications: Must be a Pitzer College student who is eligible for Financial Aid. Dependable, reliable, friendly, able to be a team player, good customer service, organized, and computer skills.

Hours per week: 8-10 hours/week

Contact Information: Ms. Catherine Acosta, 1050 N. Mills Avenue, Scott Hall 125, Claremont, CA 91711, catherine_acosta@pitzer.edu, 909-621-8208

FLETCHER JONES LANGUAGE AND CULTURE CENTER

Broad Hall 206, Pitzer College

Office Description: The Fletcher Jones Language and Culture Center offers students and faculty a variety of resources in support of language and culture learning and study. It has a full computer lab, a spacious lounge and study area, video-audio equipment, and a small library.

ASSISTANT

Job Description: Some of the responsibilities include monitoring, opening and closing the Center, supporting language and culture related programs, organizing cultural events, assisting students/staff/faculty, and organizing computer lab/center materials and equipment.

Qualifications: Qualities: Dependability, strong organizational

skills, willingness to assist others, knowledge of computers, ability to work independently, creativity. Benefits: In addition to working in a quality environment, you will be able to, add valuable management experience to your resume, make contact with a wide range of people, improve your organization skills.

Hours per week: Flexible

Contact Information: Martha Bárcenas-Mooradian, Ph.D., Spanish/Language and Culture Center Director, Broad Hall 206, Pitzer College, martha_barccenas@pitzer.edu

GROVE HOUSE/SHAKEDOWN

Grove House/Gold Student Center, Pitzer College

Office Description: On-Campus Restaurant and Snack Bar.

1) KITCHEN STAFF - Grove House

Job Description: Related kitchen responsibilities, food preparation, customer service, and whatever it takes to run a successful operation.

Qualifications: Must be a Pitzer College student who is eligible for work-study. No experience necessary, eager to learn, good disposition.

Hours per week: Varies

Contact Information: Ms. Rachel Vandervorst, 1050 N. Mills Avenue, Grove House, Claremont, CA 91711 rachel_vandervorst@pitzer.edu, 909-607-3654

2) KITCHEN STAFF - The Shakedown Cafe

Job Description: Related kitchen responsibilities, food preparation, customer service, and whatever it takes to run a successful operation.

Qualifications: Must be a Pitzer College student who is eligible for work-study. No experience necessary, eager to learn, good disposition.

Hours per week: Varies

Contact Information: Ms. Rachel Vandervorst, 1050 N. Mills Avenue, Grove House, Claremont, CA 91711 rachel_vandervorst@pitzer.edu, 909-607-3654

HEALTH EDUCATION OUTREACH

757 College Way, Claremont, CA

Office Description: Health Education Outreach (HEO) is dedicated to helping you find the most appropriate health and wellness information and support available. We provide educational workshops, services, and resources that enable you to play an active role in achieving, protecting and sustaining health and wellness.

PEER HEALTH EDUCATOR

Job Description: The Peer Health Educator is part of a team dedicated to promoting health and wellness on campus. The Peer Health Educator will aid in designing, presenting and evaluating health education programs for students of the Claremont Colleges. The Peer Health Educator will also assist in office tasks including answering phones, greeting clients and filing.

Qualifications: Must be a Claremont College student who is eligible for work-study. Interest in Health and Wellness, excellent written and oral communication skills. Enjoy working in

team environment, creativity & artistic ability a plus.

Hours per week: 4-10 hours/week

Contact Information: Alicia Becerra, 757 College Way, Claremont, CA 91711, aliciab@cuc.claremont.edu, 909-607-3602

INFORMATION TECHNOLOGY

Bernard 102/Broad Hall 213, Pitzer College

Office Description: The Office of Information Technology will be proactive in providing quality customer service through timely communication of cost effective and technology appropriate solutions and support which assist the entire Pitzer College community in becoming more effective and efficient. In doing so we strive to assist all whom we serve to further the institutional mission and educational objectives of the college.

1) COMPUTER LAB CONSULTANT

Job Description: Computer Lab Consultants provide general computer assistance to students and field general computer questions and issues. Lab Consultants maintain the computer lab and its equipment. Typical duties include password resets, print credit and assistance to students in the usage of the computer lab software, equipment and services. Position offers study time while on duty. Some non work study positions are available.

Qualifications: Must be a Pitzer College student who is eligible for work-study or non-work study who is eligible to work in the USA. Must be punctual, friendly, patient, should have good customer service skills and a professional attitude. Mac and/or PC skills are very helpful. Knowledge of Microsoft and Adobe software, web browsing and scanning preferred. Training will be available. Open to all majors.

Hours per week: 5-20

Contact Information: Christopher Castaneda, 1050 N. Mills Avenue, Bernard 103 Computer Lab, Claremont, CA 91711, chris_castaneda@pitzer.edu, 909-607-2761

2) STUDENT RESNET TECHNICIAN

Job Description: Support student residential networking by configuring and attaching their computer to the college network. This includes installing and configuring Ethernet cards, configuring web browsers and email software. Assist students in maintaining their connection by trouble-shooting email, internet or network problems and resolving them in a timely manner. First level trouble shooting of hardware or software issues. Installation of Virus scanning software and trouble shooting infected machines.

Qualifications: Must be a Pitzer College student. Experienced technical skills, particularly with MAC and PC computers.

Knowledge of how to install and configure web browsers and email software. Trouble-shooting skills and ability to solve network related problems on client computers. Strong customer service skills and the ability to interact well with a diverse campus population.

Hours per week: 8 hours/week

Contact Information: Ms. Lynn Price, 1050 N. Mills Avenue, Broad Hall 212, Claremont, CA 91711, lynn_price@pitzer.edu, 909-607-7548

INTERNATIONAL PROGRAMS/ STUDY ABROAD

Scott Hall 110, Pitzer College

Office Description: Assist students in the study abroad process

OFFICE ASSISTANT

Job Description: Assist with the daily operations in the Center for Intercultural and Language Education. Receptionist duties, clerical tasks and special projects as necessary.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Experience with Word, Access and Excel is helpful – willing to train.

Contact Information: Jamie Francis, Scott Hall 110, jamie_francis@pitzer.edu, x18104

JUMPSTART

Fletcher 101, Pitzer College

Office Description: Jumpstart is a national leader in early childhood education, engaging 3,500 college students in service to more than 13,000 children in 70 communities. Jumpstart is working toward the day every child in America enters school prepared to succeed. Jumpstart is an AmeriCorps-affiliated program.

1) JUMPSTART CORPS MEMBER

Job Description: Jumpstart Corps members have the unique opportunity to inspire young children to learn, serve in a local community, work on a team, and build professional skills. All Corps members receive professional-caliber training to help them implement Jumpstart's outcome-based program, promote children's school success, and build family involvement. Corps members complete 300 hours of service during the school year. This intensive commitment will make a substantial impact in the life of a young child. During the school year, Corps members participate in the following activities: Serve part-time, 8-12 hours per week, during the school year, including: Jumpstart sessions with team and partner child, 4 hours per week (two afternoons a week for two hours each). Team planning meetings, which include planning, reflection, and/or training, 2-3 hours per week. 6 hours each week in a preschool classroom during the regular school day. Communicate with partner child's family and share strategies for helping the child. Participate in intensive pre-service on-going trainings. Attend periodic service days, often held on weekends.

Qualifications: Must be a Claremont College student who is eligible for work-study. Experience working with young children, and/or a desire to learn more about early childhood education. Strong language and communication skills. Ability to build relationships and collaborate with children's families. Willingness to learn about session implementation and planning. Community service experience. Ability to work with people from diverse backgrounds. Ability to fulfill a yearlong community service commitment. Enthusiastic and positive attitude toward helping others. Professionalism. Ability to work well on a team. Availability, dependability, and willingness to be flexible. Maturity and good judgment in relating to Jumpstart peers, partners, and families.

Hours per week: 10-12

Contact Information: Ms. Christina Buhot, Fletcher 101, 1050 N. Mills Avenue, Claremont, CA 91711, christina_buhot@pitzer.edu, 909-607-9290

2) PROGRAM ASSISTANT

Job Description: Support program administration through filing, data entry and other administrative tasks. Organize and maintain Jumpstart meeting room. Run on and off-campus errands. Communicate regularly with other employees. Other duties dependent on interest and expertise.

Qualifications: Must be a Claremont College student who is eligible for work-study. Students must be eligible for work-study. Previous experience with Jumpstart and office environment preferred.

Hours per week: 6-16 hours per week

Contact Information: Ms. Christina Buhot, Fletcher 101, 1050 N. Mills Avenue, Claremont, CA 91711, christina_buhot@pitzer.edu, 909-607-9290

3) TEAM LEADER

Job Description:

Work with site staff and Corps members to achieve Jumpstart's goals of school success, family involvement, future teachers and community engagement. Lead Jumpstart sessions and team planning meetings. Help to facilitate Corps member trainings. Complete administrative tasks (keeping attendance, writing status updates).

Qualifications: Must be a Claremont College student who is eligible for work-study or willing to volunteer. Applicants must have previous Jumpstart experience OR document experiences as an effective student leader OR a long-term volunteer position, internship, or job with children ages 3-6. Additional qualifications/experience required: ability to manage a team of peers, ability to communicate clearly and effectively, and a passion for educational equity and social justice.

Hours per week: 12-14

Contact Information: Ms. Christina Buhot, Fletcher 101, 1050 N. Mills Avenue, Claremont, CA 91711, christina_buhot@pitzer.edu, 909-607-9290

4) VOLUNTEER COORDINATOR

Job Description: Recruit, assist in training, and manage volunteers for various Jumpstart service projects that address specific program and community needs. Plan for special events and community service days. Assist with fundraising activities.

Qualifications: Must be a Claremont College student who is eligible for work-study or willing to volunteer. Students from all Claremont Colleges with dedication to volunteerism and coordinating volunteer activities, professionalism, and excellent communication skills are encouraged to apply.

Hours per week: 11 hours per week

Contact Information: Ms. Christina Buhot, Fletcher 101, 1050 N. Mills Avenue, Claremont, CA 91711, christina_buhot@pitzer.edu, 909-607-9290

LIBRARIES OF THE CLAREMONT COLLEGE

Claremont Libraries, Claremont, CA

Office Description: The Libraries are partners with The Claremont Colleges in learning, teaching, and research. We are committed to fostering intellectual discovery, critical thinking, and life-long learning. Accordingly, the Libraries tie our academic community to varied cultural and scholarly traditions by offering user-centered services, building collections, developing innovative technologies, and providing an inviting environment for study, collaboration, and reflection.

1) CIRCULATION ASSISTANT- LSA I

Job Description: Retrieve Link+ books, checking in carts of new books, and check in room duties. Assisting of wrapping of Link books. Check in books.

Qualifications: Must be a Claremont College student who is eligible for work-study. Should be reliable, willing to learn and attention to detail is important.

Contact Information: Ms. Marsha Biscar, 804 Dartmouth, CUC, Claremont, CA 91711, marsha.biscar@libraries.claremont.edu, 909-607-7102

2) COPY CENTER

Job Description: Provide copy service to students, faculty and staff. Operate photocopiers, desk-top or laptop computer, printers and faxes. Keep library copiers supplied with paper and toner. Operate cash register. Monitor voice mail messages. Clear circulation fines using circulation software. Maintain a professional environment in the copy center, public copy center and areas where equipment is located.

Qualifications: Must be a Claremont College student who is eligible for work-study. Little or no work experience required; 6 months related work experience preferred. Maintain a neat and professional image at all times.

Contact Information: Ms. Marsha Biscar, 804 Dartmouth, CUC, Claremont, CA 91711, marsha.biscar@libraries.claremont.edu, 909-607-7102

3) IRIS SHELVING

Job Description: Shelve and file library materials in the reference section. Shift book ranges when needed.

Qualifications: Must be a Claremont College student who is eligible for work-study. Reliable and able to pay attention to detail.

Contact Information: Ms. Marsha Biscar, 804 Dartmouth, CUC, Claremont, CA 91711, marsha.biscar@libraries.claremont.edu, 909-607-7102

4) LIBRARY ASSISTANT II- Asian Studies

Job Description: Shelve periodicals and books in the Asian Library Department and maintain the stacks. Must be available M-TH, 9-5.

Qualifications: Must be a Claremont College student who is eligible for work-study. Must read one or more of the following languages: Chinese, Korean, Japanese.

Hours per week: 5-10 hours per week

Contact Information: grace.chen@libraries.claremont.edu, 909-607-3970

5) LIBRARY ASSISTANT II

Special Collections is located in Honnold/Mudd Library. Special Collections houses rare books, manuscripts, archival materials, and artifacts.

Job Description: Staffs the public service desk. Monitors the Reading Room. Performs specialized bibliographic searches. Pages & shelves library material. Performs basic organization & description of archival materials with direction. Completes patrons & staff requests for photocopies of library materials.

Qualifications: Must be a Claremont College student who is eligible for work-study. Excellent public relations skills. Ability to work congenially with staff & peers. Ability to pay attention to detail. Initiative, self-motivation & a keen sense of responsibility. Ability to work with minimum supervision. Computer skills, especially word process & basic web searching.

Hours per week: less than 18

Contact Information: Ms. Linda Kong, 800 Dartmouth, CUC, Claremont, CA 91711, linda.kong@libraries.claremont.edu, 909-607-7530

6) LIBRARY SERVICES ASSISTANT- Interlibrary Loan

Job Description: Work records sitting in the "Awaiting Request Processing" queue in Illiad. Send email to campus library for materials housed within. Pull materials that are located in the Honnold Mudd Library and check them out to ILL. Update Illiad records to will supply and shipped. Send articles via odyssey, ariel, fax or email.

Qualifications: Must be a Claremont College student who is eligible for work-study. 4 months relevant work experience preferred. Neat and professional in appearance.

Hours per week: 18 hours maximum

Contact Information: michelle.levers@libraries.claremont.edu

7) LIBRARY SERVICES DESK ASSISTANT

Job Description: Provide information, reference and perform circulation procedures in person and on the phone. Must be customer service oriented. Must be available to work evenings until 1 am and also on weekends during library hours.

Qualifications: Must be a Claremont College student who is eligible for work-study. Customer service experience preferred. Must have some computer experience and also enjoy working with people.

Contact Information: Ms. Marsha Biscar, 804 Dartmouth, CUC, Claremont, CA 91711, marsha.biscar@libraries.claremont.edu, 909-607-7102

8) LINK+ ASSISTANT -LSA II

Job Description: Unload, check in books, arrange incoming Link+ books on cart for the services desk to shelve. Coordinates the retrieval and processing of outgoing Link+ books. Wraps, checks out and bags outgoing LINK+ books.

Qualifications: Must be a Claremont College student who is eligible for work-study. Must be accurate and reliable, pay close attention to detail.

Contact Information: Ms. Marsha Biscar, 804 Dartmouth, CUC, Claremont, CA 91711, marsha.biscar@libraries.claremont.edu, 909-607-7102

9) MATERIALS HANDLING STUDENT ASSISTANT

Job Description: Responsible for gathering and stacking the incoming library materials from the outside and inside bins each morning. Shelving the general collection and government documents. Maintain the stacks. Shelving periodicals and microforms. Take statistics on in house use from clearing materials.

Qualifications: Must be a Claremont College student who is eligible for work-study. This is an entry level position and requires limited skills and experience. Employees must be reliable. Should be familiar with finding library materials.

Contact Information: Ms. Marsha Biscar, 804 Dartmouth, CUC, Claremont, CA 91711, marsha.biscar@libraries.claremont.edu, 909-607-7102

10) PROJECT ASSISTANT, DIGITAL PROJECTS

Job Description: Assist digital production services staff in digitizing collections for the Claremont Colleges Digital Library (CCDL) by scanning original source material into digital format and applying metadata following the CCDL best practices guidelines.

Qualifications: Must be a Claremont College student who is eligible for work-study. Strong comfort level with computer technologies. Organizational skills, attention to details and be able to work with little supervision.

Familiar with scanning and image manipulation software. Familiar with digitizing equipment and photographic equipment, particularly with SLR cameras.

Contact Information: Ms. Marsha Biscar, 804 Dartmouth, CUC, Claremont, CA 91711, marsha.biscar@libraries.claremont.edu, 909-607-7102

11) SPECIAL COLLECTION ASSISTANT

Job Description: Staff public service desk. Monitors reading room. Performs specialized bibliographic searches. Pages and shelves library material. Performs basic organization and description of archival materials with direction.

Qualifications: Must be a Claremont College student who is eligible for work-study. Excellent customer service skills. Ability to work with staff and peers. Ability to pay attention to detail. Initiative, self-motivation & keen sense of responsibility. Ability to work with minimum supervision. Computer skills, especially word processing, basic web searching.

Contact Information: Ms. Linda Kong, 800 Dartmouth, CUC, Claremont, CA 91711, linda.kong@libraries.claremont.edu, 909-607-7530

McALISTER CENTER—CHAPLAINS' OFFICE

919 N. Columbia Avenue, Claremont, CA

Office Description: Provide religious/volunteer activities and leadership to the Claremont Colleges.

OFFICE ASSISTANT

Job Description: Filing. Answering phones. Bulk mailings. Helping with event setups.

Qualifications: Must be a Claremont College student who is eligible for work-study. Typing and computer skills a plus

Hours per week: 4-10

Contact Information: Ms. Mary Hall, McAlister Center, 919

North Columbia Avenue, Claremont, CA 91711,
maryh@cuc.claremont.edu, 909-621-8685

MEDIA STUDIES

Scott Hall Basement, Pitzer College

Office Description: Pitzer Media Studies is a thriving, thrilling, culturally subversive, center of media excellence. We make movies. We want you to learn while you contribute to our unique creative center for learning.

1) CCTV PRODUCER

Job Description: CCTVPs are involved in inventing, planning, and producing material for CCTV. This could include filming events, creating shows, bumpers, and using the TV studio at CMC. Assist with the operation of the Pitzer Media Studies Production Center.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Must be interested, reliable, and have a sense of humor. Those willing to develop a sense of humor may also apply. Must be familiar with Final Cut Pro AVID DV Express Pro Editing software.

Contact Information: Ms. Stephanie Hutin, Director,
stephanie_hutin@pitzer.edu, 909-607-3889

2) CHIEF FILM LIAISON

Job Description: CFL coordinates with faculty and student using film, learning use cameras, to mix chemicals, transfer film to video and transporting film for processing. Assist with the operation of the Pitzer media Studies Production Center.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Must be interested, reliable, and have a sense of humor. Those aspiring to develop a sense of humor may also apply. Must be interested in film, learning film processes and able to drive. Preference will be given to those with experience in photography or filmmaking.

Contact Information: Ms. Stephanie Hutin, Director,
stephanie_hutin@pitzer.edu, 909-607-3889

3) DIGITAL EQUIPMENT MANAGER

Job Description: DEMs are the backbone of our movie-making society. Care for and feed the movie cameras. Help them grow. Learn a lot about media studies. This is a great entry level position. Assist with the operation of the Pitzer Media Studies Production Center.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Must be interested, reliable, and have a sense of humor. Those aspiring to develop a sense of humor may also apply. Must want to learn about video cameras and how to care for them. Women are strongly urged to apply.

Contact Information: Ms. Stephanie Hutin, Director,
stephanie_hutin@pitzer.edu, 909-607-3889

4) EDUCATION COORDINATOR

Job Description: EC polls students to find out what they would like to have workshops in. EC will then schedule and promote the workshops. EC will also assist in distributing the weekly *Media Queenid* newsletter via email to Media Studies students and alumnus. Assist with the operation of the Pitzer Me-

dia Studies Production Center.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Must be interested, reliable, and have a sense of humor. Those aspiring to develop a sense of humor may also apply. Must have email and be willing to use it.

Contact Information: Ms. Stephanie Hutin, Director,
stephanie_hutin@pitzer.edu, 909-607-3889

5) EXECUTIVE OF COMMERCIAL MANAGEMENT

Job Description: ECMs are involved in setting up a student store in the Pitzer Media Studies which will sell media supplies, T-shirts, snacks and stickers. Assist with silk-screening. Watch the office if needed. ETC.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Must be interested, reliable, and have a sense of humor. Those aspiring to develop a sense of humor may also apply. Must know how to use a telephone, or be willing to learn to use one.

Contact Information: Ms. Stephanie Hutin, Director,
stephanie_hutin@pitzer.edu, 909-607-3889

6) FESTIVE EVENTS COORDINATOR

Job Description: FECs are involved in inventing, planning, and promoting the One billion events which take place at Pitzer Media Studies annually; FECs should interact with students and find out what events interest them. Assist with silk-screening. Watch the office if needed. ETC.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Must be interested, reliable, and have a sense of humor. Those aspiring to develop a sense of humor may also apply. Must know how to use a telephone, or be willing to learn to use one. Must have email and be able to form sentences.

Contact Information: Ms. Stephanie Hutin, Director,
stephanie_hutin@pitzer.edu, 909-607-3889

7) MEDIA ARCHEOLOGIST

Job Description: MAs are involved in archiving the vast history of Pitzer Media, creating a student library and historical archive. Watch the office if needed. Etc.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Must be interested, reliable, and have a sense of humor. Those aspiring to develop a sense of humor may also apply. Must know how to use a VCR, or be willing to learn to use one.

Contact Information: Ms. Stephanie Hutin, Director,
stephanie_hutin@pitzer.edu, 909-607-3889

8) PUBLIC RELATIONS SPECIALIST

Job Description: PRS are involved in promoting and planning the One Billion events held annually at Media Studies, including parties, film screenings, visiting artists, and open houses. PRS are also involved in giving tours of our department. Watch the office if needed. Etc.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Must be interested, reliable, and have a sense of humor. Those aspiring to develop a sense of humor may also apply. You will learn about film/video and design.

Contact Information: Ms. Stephanie Hutin, Director,
stephanie_hutin@pitzer.edu, 909-607-3889

9) STYLIST

Job Description: Stylists are in charge of making the Pitzer Media Studies maintain its high level of visual appeal. Decorate! Invent! Hang up info so that people actually see it! Assist with the operation of the Pitzer Media Studies Production Center.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Must be interested, reliable, and have a sense of humor. Those aspiring to develop a sense of humor may also apply. Must like to make things look cool.

Contact Information: Ms. Stephanie Hutin, Director, stephanie_hutin@pitzer.edu, 909-607-3889

PUBLIC RELATIONS

McConnell 320, Pitzer College

Office Description: Handles campus publications, media relations, campus marketing initiatives and the College's Web site.

PUBLIC RELATIONS ASSISTANT

Job Description: Assist Office of Public Relations in various tasks including office duties, organizing and maintaining the Pitzer College digital photo archive, doing media research, updating web pages, and other assignments as needed.

Hours per week: Negotiable

Contact Information: Ms. Laurie Babcock, 1050 N. Mills Avenue, McConnell 320, Claremont, CA 91711, laurie_babcock@pitzer.edu, 909-607-7756

SMITH CAMPUS CENTER/ASPC @ POMONA COLLEGE

Smith Campus Center, Pitzer College

Office Description: The Coop Fountain is a student operated snack bar at the Smith Campus Center.

FOUNTAIN COOPSTER

Job Description: Short order cook, customer service, cleaning, cash handling.

Qualifications: Must be a student at the Claremont Colleges. Willingness to work. Previous experience helpful, but not necessary.

Hours per week: 8-12 hours per week

Contact Information: Ms. Brenda Schmit, Smith Campus Center, 170 E. 6th Street Suite 244, Claremont, CA 91711, brenda.schmit@pomona.edu, 909-621-8984

SPANISH LANGUAGE & CULTURES

Bernard 213, Pitzer College

Office Description: The major in Spanish is based on the concept that language is a social practice. It emphasizes the use of language to explore interdisciplinary content, affirms the intrinsic relationship between language and culture, and stresses the participation of three different tracks.

1) OFFICE ASSISTANT

Job Description: To assist Spanish language faculty: entering data, organizing and creating files, organizing an image library,

and other office type jobs.

Qualifications: Must be a Pitzer College student who is eligible for work-study. An advanced oral fluency in Spanish is not required. If the student has it, all interaction with professor could be in Spanish. An interest in education, language acquisition, would be of value but not required.

Hours per week: 5-6 hours/week

Contact Information: Prof. Ethel Jorge, Bernard Hall 213, 1050 N. Mills Avenue, Claremont, CA 91711, ethel_jorge@pitzer.edu, 909-607-2802

2) RESEARCH ASSISTANT

Job Description: To assist Spanish language faculty: library research, data entering and processing. If fluent in Spanish could lead interviews and focus groups.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Good library research skills. Advanced oral fluency in Spanish is a plus but not necessary.

Hours per week: 5-10 hours/week

Contact Information: Prof. Ethel Jorge, Bernard Hall 213, 1050 N. Mills Avenue, Claremont, CA 91711, ethel_jorge@pitzer.edu, 909-607-2802

3) SPANISH LANGUAGE CONVERSATION LEADER/TUTOR

Job Description: To assist Spanish language faculty by leading weekly conversation groups in Spanish, tutoring, and creating extra curricular activities (Spanish films/table to foster the use of the language); meet regularly with the professor to receive training and instructions; help individual students as assigned; keep a log of students' attendance at meetings and activities. If schedule allows, some in-class participation would be desirable.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Advanced oral fluency in Spanish is required; near native or native fluency is a plus. An interest in education, language acquisition, and a desire to pursue this opportunity to practice language skills or share cultural background would be of great value in performing the job.

Hours per week: 5-10 hours/week

Contact Information: Prof. Ethel Jorge, Bernard Hall 213, 1050 N. Mills Avenue, Claremont, CA 91711, ethel_jorge@pitzer.edu, 909-607-2802

4) WEB SITE DESIGNER

Job Description: Create and maintain a web site, post newsletter, student work, threaded discussion. Assist faculty in a course that will e-publish bi-weekly news in Spanish.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Web site design. Could have some hours for training if different software is used. Spanish knowledge is not required.

Hours per week: 10 hours/week

Contact Information: Prof. Ethel Jorge, Bernard Hall 213, 1050 N. Mills Avenue, Claremont, CA 91711, ethel_jorge@pitzer.edu, 909-607-2802

STUDENT AFFAIRS

Scott Hall, Pitzer College

Office Description: Student Affairs is committed to the development of the whole student by offering opportunities and services to support, challenge and empower students in becoming responsible members of a pluralistic society. We look forward to helping you make the most of your Pitzer Path.

SERVICE DESK WORKER

Job Description: A Service Desk is located in the lobby areas of each of the three residence halls and is maintained everyday by student workers from 3 p.m. to 12 a.m.; essentially three 3-hour shifts each day. The purpose of this service is to: serve as a resource for the community at large by providing residents access to various cleaning and recreational equipment and supplies, and monitoring the lobby area. The desk contains a Resource Directory that lists telephone numbers for staff, Pitzer departments and emergencies.

Contact Information: Heather Bixby, Scott Hall 134, 1050 N. Mills Avenue, Claremont, CA 91711, heather_bixby@pitzer.edu, 909-607-4119

THEATRE FOR THE CLAREMONT COLLEGES

Seaver Theatre, Pitzer College

Office Description: The Theatre for the Claremont College, Pomona College Department of Theatre & Dance is the only five-college theatre department in the world. Serving Pomona College, Pitzer College, Scripps College, Harvey Mudd College, and Claremont McKenna College, it offers theoretical and practical work in all phases of theatre and dance, within the context of a rigorous liberal arts education. In addition to its academic offerings, it produces a variety of plays and a dance concert. The plays selected include classics old and new, contemporary plays and experimental pieces. The productions offer opportunities in performance, design and technical work to all interested students of the Claremont Colleges.

1) BOX OFFICE ASSISTANT

Job Description: Assists in box office, helps with mailings, distributes posters and flyers; works well with audience and patron development.

Qualifications: Must be a Claremont College student who is eligible for work-study. Excellent Interpersonal Skills, organizational ability; dependability; interest in marketing/advertising; work some evenings during semester.

Hours per week: 4-10 Hours/Week; Spring and Fall Semester

Contact Information: Ms. Cathy Seaman, Seaver Theatre, Claremont, CA 91711, cgg04747@pomona.edu, 909-607-4377

2) BOX OFFICE MANAGER

Job Description: Supervise box office procedures; assists in box office, helps with mailings, distributes posters and flyers; works well with audience and patron development.

Qualifications: Must be a Claremont College student who is eligible for work-study. Excellent interpersonal skills, organizational ability, dependability; leadership capabilities; interest in

marketing/advertising; work some evenings during semester.

Hours per week: 4-10 Hours/Week; Spring and Fall Semester

Contact Information: Ms. Cathy Seaman, Seaver Theatre, Claremont, CA 91711, cgg04747@pomona.edu, 909-607-4377

3) COSTUME SHOP ASSISTANT

Job Description: Construct costumes. Assist designer and costume shop manager as directed.

Qualifications: Must be a Claremont College student who is eligible for work-study. Skilled sewers encouraged to apply. Please bring sample of work to interview. Willing to train!

Hours per week: 4-10 Hours/Week; Spring & Fall Semester

Contact Information: Ms. Cathy Seaman, Seaver Theatre, Claremont, CA 91711, cgg04747@pomona.edu, 909-607-4377

4) DIGITAL PHOTOGRAPHER/ARCHIVIST

Job Description: Photograph costumes along with a smaller number of furniture pieces and properties in theatre stock.

Qualifications: Must be a Claremont College student who is eligible for work-study. Detailed oriented, mature self-starter with an artistic eye who is comfortable working alone. Fashion or costume history experience is desirable.

Hours per week: 4-6 hours week

Contact Information: Ms. Cathy Seaman, Seaver Theatre, Claremont, CA 91711, cgg04747@pomona.edu, 909-607-4377

5) HOUSE MANAGER

Job Description: Coordinate service to theatre patrons; supervise ushers.

Qualifications: Must be a Claremont College student who is eligible for work-study. Excellent organizational skills; ability to handle myriad of events to ensure safety of patrons and smooth front house operations.

Hours per week: 8-16 hrs per production

Contact Information: Ms. Cathy Seaman, Seaver Theatre, Claremont, CA 91711, cgg04747@pomona.edu, 909-607-4377

6) LIBRARY ASSISTANT

Job Description: Assist library patrons in a small, special collection theatre library. Responsible for circulation of materials, computerized reference searches.

Qualifications: Must be a Claremont College student who is eligible for work-study. Accuracy, typing, general computer proficiency; previous library experience or interest in area desired.

Hours per week: 4-10 hrs per week

Contact Information: Ms. Cathy Seaman, Seaver Theatre, Claremont, CA 91711, cgg04747@pomona.edu, 909-607-4377

7) LIBRARY MANAGER

Job Description: Coordinates functions of small special collection theatre library and supervise student workers.

Qualifications: Must be a Claremont College student who is eligible for work-study. Undergraduate. Excellent interpersonal skills, accuracy, computer proficiency.

Hours per week: 4-10

Contact Information: Ms. Cathy Seaman, Seaver Theatre, Claremont, CA 91711, cgg04747@pomona.edu, 909-607-4377

8) LIGHTING ASSISTANT

Job Description: Assist with light hangs in connection with department theatrical performances. Equipment maintenance as directed by Master Electrician.

Qualifications: Must be a Claremont College student who is eligible for work-study. Some experience with theatrical lighting, yet willing to train if interested.

Hours per week: 4-12

Contact Information: Ms. Cathy Seaman, Seaver Theatre, Claremont, CA 91711, cgc04747@pomona.edu, 909-607-4377

9) OFFICE ASSISTANT

Job Description: Assists staff and faculty as directed. Duties include computer interface, answering telephones, errands, library research projects, and other duties as assigned.

Qualifications: Must be a Claremont College student who is eligible for work-study. Good interpersonal skills; general errand runner. Some research assignments required. Flexibility a must!

Hours per week: 4-8 Hours/Week; Spring and Fall Semester

Contact Information: Ms. Cathy Seaman, Seaver Theatre, Claremont, CA 91711, cgc04747@pomona.edu, 909-607-4377

10) OUTREACH COORDINATOR

Job Description: Individual to coordinate multiple aspects of community outreach project to greatly increase theatre department production visibility and access to community members and local schools. Significant public relations work.

Qualifications: Must be a Claremont College student who is eligible for work-study. Detail oriented, mature upper-class student with excellent organizational, interpersonal and telephone skills. Computer literate and exceptional writing skills.

Hours per week: 4-10 hrs weekly

Contact Information: Ms. Cathy Seaman, Seaver Theatre, Claremont, CA 91711, cgc04747@pomona.edu, 909-607-4377

11) PRODUCTION PHOTOGRAPHER

In an atmosphere of freedom & passion, students artistically & methodically support the creative endeavors of the department.

Job Description: Photograph theatre productions for publicity and archival purposes.

Qualifications: Must be a Claremont College student who is eligible for work-study. Mature self starter with an artistic eye and some camera experience.

Hours per week: 4-10 per performance

Contact Information: Ms. Cathy Seaman, Seaver Theatre, Claremont, CA 91711, cgc04747@pomona.edu, 909-607-4377

12) PROPERTY SUPERVISOR

Job Description: Organize and maintain inventory of props. Supervise student assistants on a per show basis. Some prop procurement.

Qualifications: Must be a Claremont College student who is eligible for work-study. Excellent organizational skills. Detail oriented abilities required.

Hours per week: 4-10 hrs per week

Contact Information: Ms. Cathy Seaman, Seaver Theatre, cgc04747@pomona.edu, 909-607-4377

13) PUBLICITY ASSISTANT

Job Description: Assists production manager as directed. Work may cover a wide range of production, business and theatre related areas.

Qualifications: Must be a Claremont College student who is eligible for work-study. Excellent organizational skills; good interpersonal skills; computer proficiency; flexibility a must. Artistic layout skills a plus!

Hours per week: 4-10 hrs per week

Contact Information: Ms. Cathy Seaman, Seaver Theatre, cgc04747@pomona.edu, 909-607-4377

14) RESEARCH ASSISTANT

Job Description: Assist theatre faculty as directed, includes research, correspondence, file, organization, library cataloging, photocopying and computer work. Miscellaneous duties as assigned.

Qualifications: Must be a Claremont College student who is eligible for work-study. Excellent organizational skills and general computer proficiency.

Hours per week: 4-12 Hours/Week

Contact Information: Ms. Cathy Seaman, Seaver Theatre, cgc04747@pomona.edu, 909-607-4377

15) SCENE SHOP ASSISTANT

Job Description: Build sets; runs and maintains all related equipment in scene shop or for lighting designer (light hangs).

Qualifications: Must be a Claremont College student who is eligible for work-study. Skilled carpenters sought and/or persons with set and lighting experience. We are willing to train interested workers.

Hours per week: 4-6 Hours/Week

Contact Information: Ms. Cathy Seaman, Seaver Theatre, cgc04747@pomona.edu, 909-607-4377

UNCOMMON GOOD

435 Berkeley Avenue, Claremont, CA

Organization Description: Uncommon Good is a nonprofit organization that works to ensure that the poor have access to quality education, health care and legal services. It provides mentoring and other services to low income children to help them break the cycle of poverty through successfully completing an education.

VOLUNTEER MENTOR/TUTOR

Job Description: Mentors and tutors for children and youths ages 9 through 16 who are bright and come from low-income families. Mentors commit for one year to spend 2-3 hours a week and share educational, cultural and fun activities with their mentees. Tutors commit for a school year to spend 2 to 3 hours 1 to 2 times a week with a student to help support their academic achievements.

Qualifications: Must be a Claremont College student who is eligible for work-study. Responsible, committed, friendly, fun.

Contact Information: Ms. Shelley Randles, 435 Berkeley Avenue, Claremont, CA 91711, srandles@uncommongood.org, 909-625-2248

UPWARD BOUND PROGRAM - HMC

Platt Campus Center Basement, Pitzer College

Office Description: The HMC Upward Bound program is a federally funded program that helps low income; first generation college bound students develop the skills and motivation necessary for success in a four year university.

TUTOR

Job Description: Provide weekly academic tutoring and college guidance to low income students from East San Gabriel Valley. Tutoring occurs at high schools on Tuesdays, Wednesdays and/or Thursday afternoons, and at Harvey Mudd College on Saturday mornings (tutor selects availability from above mentioned times). Transportation is provided and tutors are compensated for transportation time. Must attend paid tutor training sessions during the beginning of the semester.

Qualifications: Must be a Claremont College student who is eligible for work-study. Excellent communication skills. Ability to explain academic material to a variety of learning types. Strong desire to encourage low income students who come from families with low education levels to attend college

Hours per week: 3-11

Contact Information: Natalie Ybarra, 301 Platt Boulevard, Claremont, CA 91711, natalie_ybarra@hmc.edu

DEPARTMENTS (by Alphabetical Order)

* Work-Study Wage at Pitzer College is \$8.40. The California minimum wage is \$8.00/hour.

Listed below are departments who are unable to attend the Student Job Fair but have expressed interest in hearing from students.

ART DEPARTMENT

McConnell 111, Pitzer College

STUDIO ASSISTANT

Job Description: Inventory/stocking of materials, mixing of dry and liquid materials for classes, cleaning and basic maintenance around area.

Qualifications: Must be a Pitzer College student who is eligible for work-study. Able to lift heavy object/materials (50 lbs.) and appreciation of art. This is a dirty job.

Hours per week: 4 hours/week

Contact Information: Mr. Tim Berg, 1050 N. Mills Avenue, McConnell 111, Claremont, CA 91711, tiberg@pitzer.edu, 814-404-8575

CHICANO/LATINO STUDENT AFFAIRS CENTER

757 College Way, Claremont, CA (Tranquada Student Services Center)

Office Description: CLSA is committed to the academic and personal growth of Chicano/Latino students at the 5-Cs. CLSA programs enhance cultural identity, promote social awareness and develop student leadership roles. CLSA encourages and supports social responsibility and community-building among students. CLSA offers services and activities that celebrate the history, heritage and culture of Chicanos and Latinos in the U.S., the Caribbean and the Americas.

1) ADMINISTRATIVE INTERN

Job Description: CLSA is committed to the academic and personal growth of Chicano/Latino students at the 5-Cs.

CLSA programs enhance cultural identity, promote social awareness and develop student leadership roles. CLSA encourages and supports social responsibility and community-building among students. CLSA offers services and activities that celebrate the history, heritage and culture of Chicanos and Latinos in the U.S.

Qualifications: Must be a Claremont College student who is eligible for work-study. Seeking an upper-class student with familiarity of CLSAs mission and programs. Articulate, strong work ethic and professional to represent us at Admissions fairs, etc. Assist with planning and implementation of programs/events.

Hours per week: 6-12

Contact Information: Ms. Ernestine S. Mendoza, Tranquada Student Services Center, 757 College Way, Claremont, CA 91711, ernie_mendoza@cuc.claremont.edu, 909-621-8044

2) OFFICE ASSISTANT

Job Description: Assist staff with general office procedures

such as: answer phones, take messages, Xerox, collate, file, light typing and computer entry, label and disseminate mailings, run errands, etc. Also assist with CLSA events including promotion, set-up and clean-up, etc.

Qualifications: Must be a Claremont College student who is eligible for work-study. Expect student to have a strong work ethic--primarily, dependable and good attitude towards all assigned tasks. Office experience a plus but not a requirement; however, general word processing/typing skills an absolute requirement. Work well independently as well as in a group setting.

Hours per week: 4-10 hours/week

Contact Information: Ms. Ernestine S. Mendoza, Tranquada Student Services Center, 757 College Way, Claremont, CA 91711, ernie_mendoza@cuc.claremont.edu, 909-621-8044

3) RESOURCE CENTER CO-COORDINATOR

Job Description: In addition to assisting with all aspects of maintaining CLSA Resource Center current and orderly, will also assist in the information that will be posted in the "Resource Center" section of website. May be asked to write descriptions for opportunities available to students for electronic newsletter, "CHISPAS." May be asked to assist in coordinating special events such Study Abroad Session, Alumni Sessions, etc. Ability to demonstrate initiative, creativity and leadership in promoting CLSA Resource Center.

Qualifications: Must be a Claremont College student who is eligible for work-study. Must possess a strong, professional work ethic. Students in this position will serve as examples and mentors to Resource Center Intern positions; must be willing to take on this leadership role. Strong writing skills, as well as organizational skills.

Hours per week: 6-12 hours/week

Contact Information: Ms. Ernestine S. Mendoza, Tranquada Student Services Center, 757 College Way, Claremont, CA 91711, ernie_mendoza@cuc.claremont.edu, 909-621-8044

4) RESOURCE CENTER INTERN

Job Description: Will be responsible for updating scholarship, internship, fellowship and summer research program files, as well as maintaining respective hard copy and computer data base current. Will assist walk-ins locating desired information. Responsible for maintaining Resource Center bulletin boards. Will also help with general office tasks.

Qualifications: Must be a Claremont College student who is eligible for work-study. Must possess a strong work ethic, as well as a willingness to help fellow students in their search for internships and scholarship opportunities, etc. Strong organizational skills. Office experience and Spanish fluency a plus but not required.

Hours per week: 4-12 hours/week

Contact Information: Ms. Ernestine S. Mendoza, Tranquada Student Services Center, 757 College Way, Claremont, CA 91711, ernie_mendoza@cuc.claremont.edu, 909-621-8044

CLAREMONT COMMUNITY FOUNDATION

205 Yale Avenue, Claremont, CA

Organization Description: A private nonprofit organization, the Claremont Community Foundation, one of over 400 local community foundations throughout the country, was established in 1989 to serve the long-term philanthropic needs of our community.

OFFICE ASSISTANT

Job Description: General Office help, files, copies, some data entry and public contact. A good opportunity to get to know the off-campus community and effectively become involved.

Qualifications: Must be a Claremont College student who is eligible for work-study. Basis computer skills and the ability to meet the public and present information about the Foundation.

Hours per week: 6-10

Contact Information: Ms. Nickie Cleaves, 205 Yale Avenue, Claremont, CA 91711, ncleaves@claremontfoundation.org, 909-398-1060

ENGLISH AND WORLD LITERATURE

Avery 206, Pitzer College

Office Description: Through the aesthetic, historical, and theoretical dimensions of literature we learn to read other lives and our own. We learn those lessons best when the literature we study includes the voices of a diverse array of writers and when we are responsive to the ways in which such voices and texts change our conceptions of art, culture and society. Literature stirs us and is stirred by us; it is not something to be experienced at arm's length. For this reason, we encourage our students to practice becoming engaged readers and writers of literature.

TECHNICAL ASSISTANT

Job Description: I am looking for a student to help me with the technical side of a participatory art project. I want to re-purpose a vintage telephone with cellular technology. I also want this phone to direct dial only one number.

Qualifications: Must be a Pitzer College student who is eligible for work-study.

Contact Information: Mr. Brent Armendinger, Avery 206, 1050 N. Mills Avenue, Claremont, CA 91711, brent_armendinger@pitzer.edu, 909-607-3489

EUROPENA UNION CENTER OF CALIFORNIA @ SCRIPPS COLLEGE

Scripps College, 1030 Columbia Avenue, Claremont, CA, 91711

Office Description: The European Union Center of California, an intercollegiate institution at Scripps College, with a mission to advance public understanding of European integration and transatlantic relations through education, research and outreach.

1) OFFICE ASSISTANT

Job Description: Working closely with the Administrative

Director and independently as assigned, the Office Assistant will provide assistance with:

- a variety of clerical tasks, such as mail distribution, filing, mailing list entries, and staffing the front desk
- event coordination (maintaining RSVP lists, sorting data, creating name tags)
- event publicity and assistance on the day of the event (if schedule permits)
- travel coordination for visitors to the Center
- maintaining and updating existing databases
- assigned special projects as needed

Qualifications: Must be a Claremont College student who is eligible for work-study. We are looking for mature, reliable, and personable students with an interest in European issues, good phone skills, solid spelling and proofreading, and good typing and PC skills. Familiarity with design software (i.e. Photoshop) is preferred. We need a minimum of 6 hours a week, ideally spread over 2-3 days.

Hours per week: 6

Contact Information: zrahman@scrippscollege.edu

2) WEBMASTER

Job Description: Working closely with the Administrative Director and independently as assigned, the Webmaster will provide assistance with:

- maintaining and updating the EU Center Website
- designing new pages for new website content
- creating online registration forms for conference and workshop participants

Qualifications: Must be a Claremont College student who is eligible for work-study. We are looking for a mature, reliable, and technologically savvy person. Knowledge of and experience with Dreamweaver, HTML, Java, and Access preferred. Persons with solid spelling and proofreading skills welcome. Hours are flexible, but we sometimes need quick turnaround.

Hours per week: 3-4/wk

Contact Information: zrahman@scrippscollege.edu

JOINT SCIENCE DEPARTMENT— CMC, PZ, SCR

Keck Science Center, 925 N. Mills Avenue, Claremont, CA, 91711

Office Description: The W.M Keck Science Center, completed in 1992, provides students and faculty members with a spacious, modern facility for study and research in the sciences.

JSD: DEPARTMENTAL COORDINATOR ASSISTANT 2009-2010

Job Description: Assist the Departmental Coordinator in ordering supplies, delivering packages, filing, scheduling deliveries and data entry

Qualifications: Must be a CMC, SCR, or PZ student who is eligible for work-study. Hardworking, efficient, and dependable. Ability to work independently. Self-motivated.

Hours per week: Various

Contact Information: Ms. Velda Ross, W.M. Keck Science Center, 925 N. Mills Avenue, Claremont, CA 91711, vross@jsd.claremont.edu, 909-621-8298

PSYCHOLOGY DEPARTMENT

Broad Hall 106, Pitzer College

Office Description: We encourage students to view psychology and human behavior across multiple levels. We offer our students a solid foundation in the methodology, history, traditional and non-traditional approaches to psychology and urge our students to think critically about the discipline

RESEARCH ASSISTANT

Job Description: Are you interested in Clinical or Health Psychology? This is a great opportunity to gain research experience understanding the impact of chronic stress and depression on health. Duties include working with research participants and training them to use at-home equipment to monitor sleep and stress hormones, participating in weekly lab meetings, materials preparation, and data management. Students should be available for at least one semester. Minimum 7 hours per week required. 2 positions currently available.

Qualifications: Must be a Pitzer College student who is eligible for work-study. No previous research experience is required. However, preference will be given to students who have a strong interest in psychology or health related fields. Experience working with Excel or SPSS is preferred, but not required. Students must be highly motivated and able to work independently.

Contact Information: Dr. KaMala S. Thomas, Assistant Professor, Psychology, 1050 North Mills Avenue, Claremont, CA 91711, kamala_thomas@pitzer.edu, 909-607-1648