

# WORK STUDY CEC OFFICE ASSISTANT

2018-2019

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## POSITION INFORMATION

<b>Position Primary Purpose Summary</b>	The Community Engagement Center (CEC) is currently undergoing a shift in focus, from facilitating community engagement partnerships to building a support system for students and faculty to be facilitators themselves with sustainable and ongoing programs. To move forward with this transition, the CEC will be hiring two Work Study Office Assistants who will help in archiving, customer service, event planning and support, and correspondence with students, faculty and other Pitzer and consortium departments as needed. Please read below for complete description of duties and expectations.
<b>Eligibility</b>	Must be an eligible Work Study Pitzer College Student.
<b>Pitzer Department</b>	Community Engagement Center (Scott Hall 108)
<b>Reports To</b>	Reports directly to Jackie Contreras-Stoddard, Operations Manager, Community Engagement Center and CASA Pitzer
<b>Classification</b>	Work Study Eligible
<b>Full-Time or Part-Time</b>	Part Time
<b>Hours Per Week</b>	6-8 hours per week (flexibly arranged)
<b>Regular or Temporary</b>	Temporary based on performance.
<b>Work Schedule</b>	A flexible schedule Monday through Friday, 9am-6pm. The hours may vary due to needs of the center and student work availability.
<b>Position Start Date</b>	Fall: Monday, September 10, 2018 Spring: Monday, January 28th, 2019
<b>Position End Date</b>	Fall: Friday, November 30th, 2019 Spring: Friday, May 3 <sup>rd</sup> , 2019

## POSITION SUMMARY INFORMATION

<b>Essential Functions</b>	<p>This position description defines the essential or fundamental job duties of the employment position. It is assumed that employees hired for this position can perform the essential functions of this job without imposing risk of substantial harm to the health or safety of themselves or others. It may also include marginal functions, generally defined within Title I of the Americans with Disabilities Act.</p> <ol style="list-style-type: none"><li>1. Regular check-ins regarding current and future tasks must be attended when scheduled, unless otherwise rescheduled.</li><li>2. Full completion of projects delegated by the Operations Manager may include but are not limited to:<ol style="list-style-type: none"><li>a. Data entry of financial and programmatic materials: Scanning, Filings, Sorting and some troubleshooting.</li><li>b. Record tracking of hours completed by students participating in community based work</li><li>c. Act as event support: assisting our Social Media Work Study in event outreach, day of set up and breakdown, gathering necessary materials instructed by CEC staff.</li></ol></li><li>3. Other responsibilities:<ol style="list-style-type: none"><li>a. Greeting guests</li><li>b. Answering phones and taking messages</li><li>c. Maintaining office organization of projects, supplies and personal work area</li><li>d. Attending trainings and workshops with CEC staff that further align with the CEC's and Pitzer role in the community and mission.</li><li>e. Becoming familiar with the CEC Annual Planning Calendar to ensure that tasks are completed in a timely manner.</li></ol></li></ol>
<b>Required Level and/or Type of Education</b>	<p>Must be a student of Pitzer College and Work Study eligible. Must commit to full semester.</p>
<b>Physical Requirements</b>	<p>This is generally a sedentary role. It requires the ability to sit for prolonged periods of time and the manual dexterity and ability to operate a computer for prolonged periods of time</p>

## POSTING DETAIL INFORMATION

<b>About Pitzer College</b>	<p>Pitzer College — a private, undergraduate, coeducational college of the liberal arts and sciences — is consistently ranked among the best such colleges in the country. Located in Claremont, California, a city about 35 miles east of Los Angeles,</p>
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Pitzer is a member of The Claremont Colleges consortium and benefits from the shared resources of seven institutions.

### **Employment Requirements**

Employment is contingent upon a candidate possessing the knowledge, skills and abilities to be able to successfully perform the essential duties of the position, or be able to explain or demonstrate how the essential functions will be performed, with or without reasonable accommodation, using some other combination of skills and abilities

### **Equal Employment Opportunity and Non-Discrimination**

Pitzer College adheres to both the letter and the spirit of Equal Employment opportunity and Affirmative Action. It does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, gender, age, sexual orientation, marital status, pregnancy, disability, medical condition, or veteran status, in the administration of its admission policies, educational policies, scholarship and loan programs, athletic and other College-administered programs, and employment policies. Pitzer strongly encourages candidates from underrepresented groups to apply.

**Safety Report:** In compliance with applicable law, Pitzer College publishes an annual report containing statistical information concerning the occurrence of crime on campus and adjacent thereto, as well as policies and practices concerning security. A copy of this report is online at <http://www.cuc.claremont.edu/cs/index.asp> or by contacting The Claremont Colleges Department of Campus Safety: 251 E. Eleventh Street, Claremont, CA 91711-3947; (909) 621-8170.

## **APPLICANT DOCUMENTS**

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**Required Documents** – submit all materials via email to [jackie\\_contreras@pitzer.edu](mailto:jackie_contreras@pitzer.edu)

1. Professional Resume
2. CEC Student Application for Employment (available on CEC website)
3. Availability worksheet and class schedule.
4. Once we have received and reviewed all required documents, you will be contacted by a CEC staff to set up an interview.