

WORK STUDY CEC PROGRAM ASSISTANT 2018-2019

POSITION INFORMATION

Position Primary Purpose Summary	The Community Engagement Center (CEC) is expanding its programmatic resources and services within Pitzer's immediate campus. As a result of this expansion, we are in search of students are passionate and knowledgeable of social responsibility and community engagement work; seeking more applied experience of social justice and equity driven frameworks. The position of CEC Programs Student Work will serve as a support for the staff of the CEC through planning, execution and assessment of programs. From helping to organize workshops on asset thinking frame works to conducting office hours for peers, these are just some of the opportunities the CEC Programs Student Worker may become involved with. Auxiliary responsibilities for all office student staff are explained in further detail below.
Eligibility	Must be an eligible Work Study Pitzer College Student.
Pitzer Department	Community Engagement Center (Scott Hall 108)
Reports To	Reports directly to Jackie Contreras-Stoddard, Operations Manager, Community Engagement Center and CASA Pitzer
Classification	Work Study Eligible
Full-Time or Part-Time	Part Time
Hours Per Week	6-8 hours per week (based on Work Study packet)
Regular or Temporary	Temporary based on performance.
Work Schedule	A flexible schedule Monday through Friday, 9am-6pm. The hours may vary due to needs of the center and student work availability.
Position Start Date	Fall: Monday, September 10, 2018 Spring: Monday, January 28th, 2019
Position End Date	Fall: Friday, November 30th, 2018 Spring: Friday, May 3 th , 2019

POSITION SUMMARY INFORMATION

Essential Functions

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.

1. Although this position will require dedication to one aspect of the work required to maintaining CEC's functionality, there will be opportunities to explore other work in the center.
2. Regular check-ins regarding current and future tasks must be attended when scheduled, unless otherwise rescheduled.
3. Organize various components of workshops/trainings on different community engagement topics
 - a. Aid in logistical management of reservations and materials needed for workshops/trainings
 - b. Create follow-up resources useful for the campus community (i.e. handouts and informational emails)
 - c. Support staff in facilitation of workshops/trainings
 - d. Provide additional outreach and marketing for workshops/trainings
4. Serve as a peer support for other students involved in community engagement work during open office hours
5. Refer students to resources on campus they could use
 - a. Give consultation on processes and functions of the CEC
 - b. Collect assessment data from students for further programmatic implications
6. Build community within CEC's space and across Pitzer's campus through events and community gatherings
 - a. Help to manage events by the CEC (i.e. Open house and Career Service collaborations)
 - b. Design components of events and community gatherings
 - c. Aid in logistical management of reservations, materials and event coordination needed for events
7. Other responsibilities:
 - a. Greeting guests
 - b. Answering phones and taking messages
 - c. Maintaining office organization of projects, supplies and personal work area
 - d. Attending trainings and workshops with CEC staff that further align with the CEC's and Pitzer role in the community and mission.

- e. Becoming familiar with the CEC Annual Planning Calendar to ensure that tasks are completed in a timely manner.

Required Level and/or Type of Education

Must be a student of Pitzer College and Work Study eligible. Must commit to full semester.

Physical Requirements

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

POSTING DETAIL INFORMATION

About Pitzer College

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, 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

Required Documents – submit all materials via email to 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.