

WORK STUDY CEC OFFICE ASSISTANT

2019-2020

POSITION INFORMATION

Position Primary Purpose Summary	The Community Engagement Center (CEC) is seeking two Office Assistants that will help with 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.
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 (flexibly arranged)
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, 2019 Spring: Monday, January 27th, 2020
Position End Date	Fall: Friday, December 13th, 2019 Spring: Friday, May 8 th , 2020

POSITION SUMMARY INFORMATION

Essential Functions	<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">1. Regular check-ins regarding current and future tasks must be attended when scheduled, unless otherwise rescheduled.2. Full completion of projects delegated by the Operations Manager may include but are not limited to:<ol style="list-style-type: none">a. Data entry of financial and programmatic materials: Scanning, Filings, Sorting and some troubleshooting.b. Record tracking of hours completed by students participating in community based workc. 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.3. Other responsibilities:<ol style="list-style-type: none">a. Greeting guestsb. Answering phones and taking messagesc. Maintaining office organization of projects, supplies and personal work aread. 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	<p>Must be a student of Pitzer College and Work Study eligible. Must commit to full semester.</p>
Physical Requirements	<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

About Pitzer College	<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

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. We will schedule an interview once we have received all the necessary documents