

## POSITION INFORMATION

<b>Position Primary Purpose Summary</b>	The Social Media and Digital Assistant position was created to bring awareness of programming transitions within the Community Engagement Center (CEC) along with sharing additional programs, events and information with the larger Pitzer and Partner community. This position will require some experience with graphic designing as this student will be responsible with creating event fliers, posting informational pieces on our social media accounts, taking photos of CEC programs and events, and may help with creating informational pieces for our programming and events. Auxiliary responsibilities for all office student staff in further detail below.
<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 Jonathan Chan, Program Administrator for CE Research and Training and 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 (based on Work Study packet)
<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, 2019 Spring: Monday, January 27th, 2020
<b>Position End Date</b>	Fall: Friday, December 13th, 2019 Spring: Friday, May 8 <sup>th</sup> , 2020

## 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. This position is open to any student with video editing and production experience. .
2. 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.
3. Regular check-ins regarding current and future tasks must be attended when scheduled, unless otherwise rescheduled.
4. Creation of marketing and informational material
  - a. Design event flyers, CEC services posters, etc
  - b. Update preexisting informational brochures, pamphlets and materials
  - c. Work with CEC staff to create a monthly newsletter
  - d. Work with CEC staff to develop a logo
5. Maintain social media and online presence
  - a. Upkeep of social media accounts with posts (i.e. Instagram and Facebook)
  - b. Seek ways to improve CEC website
6. Develop marketing strategies
  - a. Post physical copies of posters and flyers around 5C community if applicable
  - b. Disseminate information and materials to other interested entities
  - c. Propose innovative means of advertising through word of mouth, personal outreach, etc
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.

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**

Preferred Qualifications:

1. 1 year experience in Social Media and/or Marketing position
2. Basic knowledge of Graphic Design (Photoshop, Canva, etc)
3. Basic knowledge of Word Press website management tool

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.

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