

PROTOTYPES-ENRICHMENT PROGRAM ASSISTANT

2019-2020

Position Information

Position Primary Purpose Summary	Prototypes is seeking students that will help with enrichment programs. You will be responsible for planning and executing programming for clients at Prototypes on Tuesdays and Thursdays 8AM-9:30AM and/or 10:45AM-11:30AM. There are a variety of potential class topics that Prototypes clients are interested: Health and Wellness, Arts and Crafts, etc. The job requires enrichment program assistants to be in tune with the needs and interests of the clients by consulting the staff and administration of Prototypes.
Eligibility	Work study eligible
Pitzer Department	Community Engagement Center (Scott Hall 108)
Reports To	Prototypes site Supervisor and Community Engagement Fellow
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	Tuesdays and Thursdays 8AM-9:30AM and/or 10:45AM-11:30AM
Position Start Date	September, 23 rd 2019
Position End Date	TBD

Position Summary Information

Essential Functions	<ol style="list-style-type: none">1. Create enrichment based curriculum.2. Design a schedule of classes that will be approved by site supervisor.3. Prepare needed materials for class.4. Prepare to attend group meetings with fellow enrichment program assistants.5. Schedule weekly check-ups with site supervisor and Community engagement Fellow.
Requirements	<ol style="list-style-type: none">1. Complete an interview with community partner and CEC.

2. Begin the clearance process within the first week of classes (fingerprinting, background check, prototypes clearance packet)
3. Be present at one of the CEC ethics training and orientation:
 - Friday, September 13th 10AM-12PM
 - Wednesday, September 18th 4PM-6PM
 - Saturday, September 21th 1PM-3PM
4. Be present at the Prototypes orientation: Date/Time TBD
5. Must be a student of Pitzer College.
6. Must commit for a minimum of one semester.
7. Be available to work on Tuesdays and Thursdays 8AM-9:30AM and/or 10:45AM-11:30AM

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.