

POSITION TITLE: Amplifying Black Communities Program
Assistant

I. DEPARTMENT/OFFICE INFORMATION:

- a. **Department/Office Name:** CEC
- b. **Supervisor Name:** Tricia Morgan
- c. **Number of students needed in this role:** 1

II. ESSENTIAL FUNCTIONS AND DESIRED SKILLS AND ABILITIES:

- a. **Position Overview:** In the fall of 2020, Pitzer BSU students published a list of demands for the college - a list that was nearly identical to a list of demands from 50 years ago in 1968; sadly, it appears little has been done to effect meaningful or lasting change on campus since that time. Pitzer Alumna, Amanda Martin-Lawrence ('20) wrote her senior thesis about the many ways in which Black students experience racism at Pitzer and recommendations for all faculty, staff, and executive leadership to make necessary changes toward a more equitable campus. One of the primary suggestions was to hire Black students and compensate them for their contributions through their labor including relational and intellectual work. With much work to be done, both as a nation and an institution, the Community Engagement Center has also looked inward to reflect on the ways in which we too can and should dismantle white supremacy within our own department by better intentionally communicating with, uplifting, and supporting Black students. This position allows us to provide a paid position for a student to help strategize and implement changes at the CEC that would help us grow and better serve Black students. This position builds upon work from the 2020-2021 school year and summer of 2021; this position is a 10 hour per week commitment.
- b. **Essential Functions** [This section describes position projects or tasks as a set of bullet points]:
 - Various types of informal research
 - Plan/implement programming and events
 - Assist with relationship development between CEC & BSU
 - Help frame an organized push for institutional change by working with Pitzer's BSU.
 - Assist in facilitating and maintaining partnerships with Black-serving and Black-run community organizations that can offer remote (and possible in-person) internships to students through connections with social responsibility praxis courses and as volunteers in the future.
- c. **Desired Skills and Abilities:**
 - Proficiency in Microsoft Word, Excel, and PowerPoint and Outlook as well as Google calendars, Google drive, and Zoom
 - Ability to respond quickly to emails
 - Strong written and oral communication
 - Commitment to teamwork and a desire to grow professionally
 - Strong decision-making skills
 - Understanding of systems of oppression and how they function on individual and institutional levels
 - Desire to coalition build and push for institutional change
- d. **Other Comments:** [Click or tap here to enter text.](#)

- III. CAREER COMPETENCIES:** The National Association of Colleges and Employers has formulated a set of career competencies to help students identify and articulate knowledge and skills that they have developed in various settings. Please identify all competencies that will be developed through this position (check all that apply).

- ☒ **Career & Self-Development:** Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.
- ☒ **Communication:** Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- ☒ **Critical Thinking:** Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- ☒ **Equity & Inclusion:** Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.
- ☒ **Leadership:** Recognize and capitalize on personal and team strengths to achieve organizational goals.
- ☒ **Professionalism:** Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.
- ☒ **Teamwork:** Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.
- ☒ **Technology:** Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

IV. WORK SCHEDULE: [Please list required hours/week, days of the week required, etc.]:
[Click or tap here to enter text.](#)

V. STUDENT CODE OF CONDUCT: Like all Pitzer students, all student employees are required to adhere to the Pitzer College Student Code of Conduct.

PLEASE NOTE: Sections II, III, IV, and V will be used by the supervisor as a part of posting the position to students through Handshake, Pitzer's career services management system. See e-mail directions for more detail.