

POSITION TITLE: CEC Office & 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:** The Community Engagement Center (CEC) requires assistance in implementing programmatic resources and services within Pitzer's immediate campus. As a result of our continued work with Community Partners and the Pitzer Community, we are in search of students who 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 Program Assistant will work to 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 with which the CEC Program Assistant may become involved. Auxiliary responsibilities for all office student staff are explained in further detail below.

b. **Essential Functions:**

- Attend regular check-ins regarding current and future tasks
- Help organize CEC's calendar of events
- Help organize various components of workshops/trainings on different community engagement topics
 - Aid in logistical management of reservations and materials needed for workshops/trainings
 - Create follow-up resources useful for the campus community (i.e. handouts and informational emails)
 - Support staff in facilitation of workshops/trainings
 - Provide additional outreach and marketing for workshops/trainings
- Serve as a peer support for other students involved in community engagement work during open office hours
- Refer students to resources on campus they could use
 - Give consultation on processes and functions of the CEC
 - Help collect and organize assessment data from students for further programmatic implications
- Build community within CEC's space and across Pitzer's campus through events and community gatherings
 - Help to manage events by the CEC (i.e. Open house and Career Service collaborations)
 - Design components of events and community gatherings
 - Aid in logistical management of reservations, materials and event coordination needed for events
- Other responsibilities:
 - Providing logistical support during zoom events
 - Attending trainings and workshops with CEC staff that further align with the CEC's and Pitzer role in the community and mission.

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 systemic change related to civic engagement

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.]:
10/hours per week (to be arranged)

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.