

## POSITION TITLE: The People's Pitzer 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 this position, a student will be responsible for working within the CEC on The People's Pitzer (TPP), the College's flagship civic engagement program. TPP works on a number of programs and initiatives related to civic engagement including voting, census, engaging elected officials, policy, and helping people get into civil service. The program assistant will take the lead on numerous tasks, including planning events and activities for the year, developing new programming for education and action, and connecting with community partners to develop events and outreach opportunities for students.
- b. **Essential Functions:**
  - Manage TPP social media channels.
  - Plan events for TPP and partners.
  - Plan to facilitate increased engagement with and interest in TPP from the Pitzer community.
  - Cross-promote other events focused on TPP goals with partners or within Pitzer's student body.
  - Track legislation in local, state, and federal government, as well as within Pitzer and 5C leadership.
  - Provide suggestions of ways students could be involved in policy influencing.
  - Facilitate increased engagement with and interest in TPP from the Pitzer community.
- 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.