PITZER
COLLEGE
A MEMBER OF THE CLAREMONT COLLEGES

POSITION TITLE: Technical Assistant

I.   DEPARTMENT/OFFICE INFORMATION
  a. **Department/Office Name:** Dean of Faculty
  b. **Supervisor Name:** Faculty Member
  c. **Number of students needed in this role:** Multiple positions, each position up to 5 hours/week

II.   SAFETY INFORMATION: For the spring 2022 semester, all student employment positions must be able to be completed successfully with a hybrid in-person or remote work. Please check the box below to verify that this position can be conducted with remote work.

  ☒ This student position can be completed successfully during the spring 2022 semester with remote work.

III.   ESSENTIAL FUNCTIONS AND DESIRED SKILLS AND ABILITIES
  a. **Position Overview** [Brief overview of the focus of the position]: Technical Assistants work up to 5 hours/week and must be currently enrolled Pitzer students living in the United States. Technical Assistants are supervised by and will primarily work with a single faculty member, although there is the possibility they will work with multiple faculty members or interact with students in a class on some activities. Technical Assistants are not tutors and are not permitted to grade or evaluate student work. Students can hold multiple Technical Assistant positions, in-person support in some cases.

  b. **Essential Functions** [This section describes position projects or tasks as a set of bullet points]:
  ● Assisting one or more faculty members with their online course delivery. Specific tasks could include, but are not limited to:
    o Sourcing and scanning readings or other course material
    o Uploading and organizing course materials (e.g., videos, readings, assignments)
    o Editing and uploading video-recorded lectures or other instructor-generated material
    o Messaging to students such as sending out notices and reminders

  c. **Desired Skills and Abilities** [List desired skills and abilities as a set of bullet points. When possible, state as "prefer" rather than "require".]:
  ● Working knowledge and experience with basic, but not necessarily specialized, technical and computer skills (required)
  ● Ability and experience using Word, Sakai, PowerPoint, and Excel (required)
  ● Ability to use file storage and transfer systems (required)
  ● Is responsible and dependable (required)
  ● Follows directions, has the ability to prioritize tasks, and can work to meet deadlines (required)
  ● Effective communication skills (preferred)
  ● Capacity to work independently (preferred)

  d. **Other Comments**: Application: To apply, submit the following materials through Handshake: 1) a brief note of interest that highlights relevant skills, 2) a current resume or cv, 3) contact information, and 4) a listing of hours of potential availability for the semester.

IV.   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).

☐ **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

☐ **Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

☒ **Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

☒ **Digital Technology**: Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

☐ **Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

☒ **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

☒ **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

☐ **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

V.   **WORK SCHEDULE** [Please list required hours/week, days of the week required, etc.]:
To be determined in consultation with assigned faculty supervisor but not to exceed 5 hours/week for any single position

PLEASE NOTE: Sections 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 email directions for more detail.