PITZER COLLEGE
A Member of The Claremont Colleges

POSITION TITLE: Technical Assistant

I. **DEPARTMENT/OFFICE INFORMATION:**
   a. **Department/Office Name:** Dean of Faculty's Office
   b. **Supervisor Name:**
   c. **Number of students needed in this role:**

II. **ESSENTIAL FUNCTIONS AND DESIRED SKILLS AND ABILITIES:**
   a. **Position Overview** 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**
   - 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**
   - Working knowledge and experience with basic, but not necessarily specialized, technical and computer skills (required)
   - Ability and experience using Learning Management System (e.g., Sakai), Campus IT (e.g., email), and relevant software. Candidate should possess strong interpersonal, organizational, and communication skills. (required)
   - Ability to use file storage and transfer systems (required)
   - Is responsible and dependable (required)
   - 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.

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.   <u>**WORK SCHEDULE:**</u> Subject to student's availability and supervisor approval.

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

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