



The Community Engagement Center (CEC) functions to support the work of faculty, students, and community partners via engagement through social justice theory, social responsibility praxis, and other community-based courses at Pitzer College. In addition to supporting the work of these courses, the Center also aims to support community partnerships in sustainable capacity building and socially responsible student growth and development with all course-based interns, volunteers, and work study students.

The Hecker Community Fellow is a full-time, temporary position, which primarily functions to support the work of the CEC Program Administrator for Community Engagement Research and Training to serve Pitzer faculty, students, staff, and partner sites. The Fellow plays a vital role in partnership development, needs assessments, quality assurance, program implementation, and reporting. Under the direction of the Program Coordinator, the Hecker Community Fellow will assist with course-based needs, student intern and volunteer management, on-site programmatic support for participants, and assist with orientations and other events.

The Community Fellow utilizes their academic knowledge coupled with their experience in community work to support the ethical practices of community-based education among students, faculty, and staff. The Hecker Community Fellow works collaboratively with CEC, Pitzer students, staff, faculty, and core community partners to facilitate community-campus partnerships for teaching, service, and research collaborations.

This is a temporary position working 40 hours per week from July 1, 2019 through June 30, 2020, with a possible one-year renewal.

Learn more about the Community Engagement Center at Pitzer College at <https://www.pitzer.edu/cec/>.

*NOTE: This is a summary of the essential functions and requirements for the position; a detailed description is available online by clicking on the link below in the To Apply section.*

## **ESSENTIAL FUNCTIONS**

### *Faculty/Course Support:*

Collaboratively identify ways CEC can support community engagement courses, including providing orientation/ training for students, facilitating timely student clearance, helping students adhere to partner/course guidelines, tracking and reporting internship data, and conducting assessments with all constituents.

### *Intern Management:*

Plan and manage the recruitment process of about 30 volunteers and work-study interns and support the work of the Program Coordinator to ensure connection/oversight of course-based interns.

### *Partnership Support:*

- Support and plan for annual events with partners (i.e., PEOC/Prototypes fundraisers) using annual task calendars and partner handbooks

- Support Program Admin in maintaining records of partner needs
- Manage and support the development of campus relations to ensure autonomy of the program and help build capacity of the community partner site so it is not Pitzer dependent.
- Attend meetings and events to encourage a high level of engagement with students in these activities.
- Communicate regularly with partners about needs and help identify needed programmatic adjustments.

*Administrative Duties:*

- Assist in preparing necessary reporting for the Community Engagement Center.
- Participate in campus and department activities including staff meetings and events.

## MINIMUM REQUIREMENTS

Education: Must have a bachelor's degree from one of The Claremont Colleges, preferably Pitzer College.

Required Experience: Must have experience directing the work of others, including providing verbal and written feedback. Must also have some previous experience in community work and student organizing. Previous experience working with CEC desired.

Licenses/Certifications: Must have a valid driver's license and a driving record acceptable to the College's automobile insurer.

## COMPENSATION

Rate of Pay: The hourly rate of pay is \$15.38 per hour.

Benefits: This position is eligible for limited employee benefits subject to the terms and conditions in the plan documents/policies, including: paid holidays, California sick time, medical, dental, vision, long-term disability insurance, and group life insurance of at least \$20,000. Contact us at [HR@pitzer.edu](mailto:HR@pitzer.edu) if you have questions.

## TO APPLY

**PRIORITY DEADLINE:** Applications received **by 12:00 pm on Monday, April 22, 2019** will be included in the initial screening. Review of applications will commence immediately.

Please click <https://pitzer.box.com/s/1ehimuf2ss1he4okj0zxqfgdsb7rq6fs> to be directed to an online Box folder to view the full job description, download the ***Staff Employment Application Form*** (required) and ***Applicant Information Form*** (optional). Submit the forms with the following documents:

- Letter of Interest: Please address relevant qualifications not reflected in the application form and describing why you are interested in this position.
- Resume: Provide relevant experience with dates.
- Professional References: Provide a list three professional references, including their names, titles, phone number, email addresses and an indication of how you are acquainted with them (e.g., former supervisor, coworker, etc.). References will be contacted for top applicants only and advance notice will be provided.
- Letter of Recommendation: Provide one (1) letter of recommendation from an individual who can speak to your skills and experience. Letters from community partners or faculty are preferred.

- e. Community Engagement Statement: Please share your understanding and philosophy of as well as experience and approach to facilitating community engagement (i.e., service-learning, volunteering, community-based research, community-campus collaborations).

**SUBMIT ALL MATERIALS TO:**

[StaffJobs@pitzer.edu](mailto:StaffJobs@pitzer.edu)

PITZER COLLEGE is a top-ranked liberal arts institution and member of the prestigious consortium of The Claremont Colleges. With a student body of approximately 1,000 co-educational undergraduates, Pitzer's core values include social responsibility, intercultural understanding, interdisciplinary learning, student engagement and environmental sustainability.

Pitzer College adheres to both the letter and the spirit of Equal Employment Opportunity and Affirmative Action. We strongly encourage candidates from underrepresented groups to apply.