



## Program Administrator for CASA Pitzer

Pitzer College seeks a dynamic, organized, and engaging leader for the position of Program Administrator for CASA Pitzer. This position manages daily operations and coordinates internships, staffing, activities, and events of the Pitzer community-based research program and community center: CASA Pitzer (Critical Action and Social Advocacy).

The incumbent acts as a liaison between CASA (Pitzer's storefront community hub located in Ontario, which houses many of our partner organizations and our core CASA classes), the local Ontario community and community partners in the Inland Empire, Pitzer College, and the Pitzer students, faculty and staff. This position is responsible for community building and partnership work on the part of CASA Pitzer, working alongside the academic director and independently on community-based initiatives, partnership building, evaluation, grant seeking, and student involvement, as well as supervision of interns and work study students. This position involves daily oversight, maintenance and management of the CASA community center space and the individuals and organizations that use it, as well as daily operations of the CASA academic program.

CASA Pitzer is a justice-oriented, interdisciplinary, community engagement and cultural immersion program focused on community-based research. With theoretical foundations in the social sciences and a strong emphasis on experiential education, the program engages theories, strategies and research praxis tools for social change and community-building. These efforts are informed by long-standing community engagement partnerships with community organizations, city agencies, and non-profits in order to identify and address pressing community issues. CASA Pitzer's two core courses engage students, staff, faculty and community partners in collaborative projects and community-based participatory research on regional equity and justice pertaining to issues of incarceration, immigration, education, environment, labor, art, culture and health.

This is a full-time, non-exempt, staff position week working 40 hours per week, 12 months per year. The regular hours for this position are 8:00 am to 5:00 pm, Monday to Friday, and will vary based on the programs supported and the needs of the Center or College. Occasional work on the evenings, weekends and holidays will be required.

You can learn more about CASA Pitzer at <https://www.pitzer.edu/casa-pitzer/>. You can learn about our employment benefits at <https://www.pitzer.edu/human-resources/benefits/>.

*Note: this is a summary of the essential functions and requirements for the position; a detailed description is available at the hyperlink listed below.*

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Education:** Must have a bachelor's degree from an accredited institution.

**Experience:** Must have two to three years of experience in community engagement work, faculty and student relations, and/or developing community partnerships. Must have at least six months of supervisory experience.

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

## COMPENSATION:

Pay Rate: The pay range is between \$18.00 and \$23.50 per hour depending on qualifications, plus excellent benefits. Benefits can be viewed at <http://www.pitzer.edu/human-resources/benefits/>.

Benefits: This position is eligible for the College's full program of employee benefits subject to the terms and conditions in the plan documents/policies, including: medical, dental, vision, group life insurance of at least \$20,000, 12% employer retirement contributions, tuition remission within The Claremont Colleges, gym/fitness resources (including a personal trainer), free parking, an interest-free computer loan, and more. *Note: Restrictions or service requirements apply.* Visit <http://www.pitzer.edu/human-resources/benefits/> for details. Contact us at [HR@pitzer.edu](mailto:HR@pitzer.edu) if you have questions.

## TO APPLY:

Deadline: Applications are due by ***4:00 pm on Monday, September 23, 2019***. Interviews will take place on September 27 and September 30, 2019. Position will begin as soon as possible and preferably within two weeks of offer.

Instructions: Please click <https://pitzer.box.com/s/vuhbzjufq9s4phijnc18qqlxawim7bc> 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:

1. Cover letter: Please share your experience with and approach to community-based education and social justice work.
2. Resume: Provide relevant experience with dates.

Note: Applicants selected for interview will be asked to provide three (3) professional references.

**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.