

STUDENT POSITION DESCRIPTION

Position Title:

Academic Guide



I. DEPARTMENT/OFFICE INFORMATION

- a. **Department/Office Name:** Campus Life, Orientation Programs
- b. **Department/Office Location:** Gold Student Center 200
- c. **Supervisor Name and Title:** Alayna Session-Goins, Assistant Dean of Campus Life
- d. **Website:** www.pitzer.edu/newstudentorientation
- e. **Department/Office Description**

The on-campus component of the New Student Orientation (NSO) program at Pitzer College promotes the goals of welcoming new students into the community, fostering the development of meaningful relationships between new and returning students, and preparing students to adjust to the academic and co-curricular life at the College.
- f. **Date Description Last Updated:** 4/16/2020

EMPLOYMENT KEY DATES

- a. **On-Campus Move-In:**
 - Tuesday, August 25, 9:00am-5:00pm
- b. **Academic Guide Training:**
 - Wednesday, August 26, 9:00am - 5:00pm with an hour lunch break & Thursday, August 27, 9:00am-1:00pm
- c. **New Student Orientation Responsibilities:**
 - Thursday, August 27 - 4:00pm-8:00pm
 - Friday, August 28 - Varies by Academic Guide
 - Saturday, August 29 - 8:00am-5:00pm with an hour lunch break
 - Sunday, August 30 - 8:00am-5:00pm with an hour lunch break
 - Monday, August 31 - 10am-12pm or 2pm-4pm
- d. **Fall Semester Responsibilities:**
 - Tuesday, September 1 - Friday, December 18, 2020 - Varies by Academic Guides, average of 1-2 hours per week

II. POSITION ESSENTIAL FUNCTIONS AND QUALIFICATIONS

- a. **Position Overview**

The Academic Guide position is a unique opportunity to welcome and support the transition of new students into the Pitzer College community. Academic Guides will assist a group of incoming students on academic and campus resources, as well as help to guide new students through the academic transition to college. Each Academic Guide will be assigned to a group of students from a specific First Year Seminar (FYS) and will offer hands-on support to students through the academic orientation, advising, registration, and first week of classes.
- b. **Essential Functions**
 - Write a welcome note to the incoming students introducing them self, which will be emailed out over the summer.
 - Meet with their group of new students before the New Student/Faculty dinner and their first FYS course meeting to reiterate information about timelines and the process of the

academic transition (i.e. FYS, placement tests, information sessions, online registration process, advising, class registration, etc.).

- Attend the New Student/Faculty Dinner to get to know their new students better.
- Support students who have additional questions before or after their 30-minute faculty advising appointment about course selection, registration, and course materials.
- Represent their major or field of study at the Student Leader Majors Lunch and answer questions about advisers, professors, classes, majors, etc.
- Provide opportunities for check-in meetings with new students throughout orientation and assist with finding absent students, if necessary.
- Help students navigate the Claremont Colleges for placement test locations, course meeting locations, and campus resource locations, specifically including the Writing Center, Academic Support Services, and Library.
- Have knowledge of their students' names, academic interests, and reasons for attending Pitzer College.
- Contact all assigned new students after the first week of classes to assist with any remaining questions they have about their academic transition.

c. Knowledge, Skills, and Abilities

- All full-time Pitzer students who are in good academic and student conduct standing with a cumulative GPA of 3.0 or higher. Students on academic probation are not eligible.
- Enthusiastic interest in the new student transition and the orientation experience.
- Well-acquainted with academic and campus resources.
- Effective communication skills with peers.
- Aspire to be a strong leader on behalf of Pitzer College

d. Learning Goals

- Apply training of academic resources and policies to the New Student Orientation experience of academic preparation for new students. (Critical Thinking/Problem Solving)
- Communicate effectively with assigned students, fellow Academic Guides, and Campus Life staff. (Oral/Written Communication)
- Learn assigned students' names, academic interests, and reasons for attending Pitzer College, and be able to apply this knowledge appropriately during NSO. (Critical Thinking/Problem Solving)
- Successfully work with and contribute to a team environment. (Teamwork/Collaboration)
- Support the needs of students in transition, the utilization of community resources, and the use of appropriate strategies of peer leadership. (Leadership)
- Support the goals of the New Student Orientation program through engagement at official NSO events, following up with assigned students, and accountability. (Professionalism/Work Ethic)
- Be able to transfer skills learned and used to future roles; through evaluation be able to understand areas of growth. (Career Management)
- Demonstrate sensitivity to and understanding of individuals' differences and unique needs; foster inclusive experiences for new students and leaders. (Global/Intercultural Fluency)

e. Physical Requirements

- **Working Environment:** Work is performed in both indoor and outdoor settings. Indoor settings have moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Outdoor settings have moderate noise levels

and temperature conditions depending on the time of day, and no direct exposure to hazardous physical substances.

- **Physical Requirements:** This position is both sedentary and active. Must be able to do the following including the items listed in the table below:

- Sit for prolonged periods of time;
- Have mobility around campus and The Claremont Colleges;
- Communicate with others in writing and in person;
- Read printed materials and a computer screen;
- Lift up to 15 pounds from the ground to waist level without assistance;
- Reach out, over shoulder and overhead, grasp, pull, push, stoop, bend, and twist;
- Have the stamina to work in a fast-paced work environment.

- **Key (based on typical week):**

N = Never **R** = Rarely **O** = Occasionally (1%-33% of time) **F** = Frequently (34%-66% of time) **C** = Constantly (66%+ of time)

ACTIVITY	FREQUENCY					ACTIVITY	FREQUENCY				
<i>Lifting/Carrying</i>	N	R	O	F	C	<i>Pushing/Pulling</i>	N	R	O	F	C
Under 10 pounds			x			Under 10 pounds			x		
11-20 pounds			x			11-20 pounds			x		
21-50 pounds		x				21-50 pounds		x			
<i>Twisting/Turning</i>	N	R	O	F	C	<i>Driving</i>	N	R	O	F	C
Sit				x		Electric Cart (not street legal)	x				
Stand			x			Vehicle, Automatic Transmission			x		
Walk: Normal Surfaces			x			Vehicle, Standard Transmission	x				
Walk: Uneven Surfaces		x									
Walk: Slippery Surfaces		x				<i>Other</i>	N	R	O	F	C
Reach over shoulder		x				Keyboard and/or Ten-Key				x	
Reach over head			x			Fingering (fine dexterity)			x		
Reach outward			x			Handling (grasping, holding)			x		
Climb	x					Repetitive Motion: Hands		x			
Crawl	x					Repetitive Motion: Feet		x			
Kneel		x									
Squat		x									

GENERAL INFORMATION

f. Timekeeping Records:

- Must submit all hours worked via the College's time and attendance system (Kronos), reflecting actual time worked, on a daily basis and submitted by the due dates set by Human Resources.
- If employed by other offices on campus, Academic Guides should plan their schedules so that all positions together do not exceed 8 hours in a day and 40 hours in a week.
- Cannot work more than six (6) consecutive days between all positions on campus.
- Must adhere to the meal period and rest breaks under the [Wage and Hour Standards](#) which are available on Pitzer's website.

g. Compensation / Grade: \$13.00 per hour

- h. At-Will Employment:** Regular employment at the College is for no specified period of time; conditions and status of employment (hours, pay, title, duties, etc.) are subject to change at any time. Employees, and likewise the College, are free to end the employment relationship at any time, for any reason, with/without notice or cause, unless otherwise prohibited by law.
- i. Essential Functions:** This position description defines the essential or fundamental job duties of the volunteer position. It is assumed that employees hired for this position can perform the essential functions of this job without imposing risk of substantial harm to the health or safety of themselves or others. It may also include marginal functions, generally defined within Title I of the Americans with Disabilities Act. This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position. When duties and responsibilities change and develop, Pitzer College will review this job description and make changes of business necessity.
- j. Classifications**
- a. FLSA Exemption Status:
 - **Non-Exempt**
 - b. CSA (Campus Security Authority) Reporter: Employees responsible for reporting crimes that are disclosed to them, so that crime statistics reporting is as accurate as possible
 - **Yes**
 - c. FERPA (Federal Educational Rights and Privacy Act): Employees with access to student records and information must adhere to the privacy protection requirements under FERPA, which restricts what student information may be disclosed and to whom
 - **Yes**
 - d. Benefits
 - California sick leave policy for students
 - Workers' compensation.
 - No other benefits.