

STUDENT POSITION DESCRIPTION

Position Title:

Orientation Logistics Assistant



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 New Student Orientation (NSO) program at Pitzer College includes both an off-campus component, Orientation Adventure (OA), and an on-campus component with 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.

EMPLOYMENT KEY DATES

- a. Sunday, August 9, 2020: On-Campus Move-In Date, 9am – 5pm
- b. Monday, August 10 - Friday, August 14, 2020: Pre-OA Training Preparations
 - o Note: Early return to campus for this week will not be a requirement, but will be a negotiable option.
- c. Monday, August 17 - Monday, August 31, 2020: On-Campus Orientation
 - o Note: These are required work dates. Each Orientation Logistics Assistant will work 40 hours/week with staggered days off during the required dates listed above. This may include work shifts during the early mornings, days, nights, and/or weekends.
- d. Monday August 31, 2020: Last Day of Position Responsibilities

II. POSITION ESSENTIAL FUNCTIONS AND QUALIFICATIONS

a. **Position Overview**

This paid student leader position is an essential component of the New Student Orientation (NSO) program at Pitzer. The Orientation Logistics Assistants will assist the Orientation Programs staff with the preparation, implementation and follow-up of all sessions, programs, and events for the New Student Orientation program.

b. **Essential Functions**

- Provide assistance with implementing programs and events during on-campus New Student Orientation
- Provide organizational and logistical support in preparation, during, and after events
- Safely drive Pitzer vans for relevant orientation events and in preparation for events
- Help compile data from orientation sessions in person and post-session
- Assist with inputting data from assessments and evaluation from New Student Orientation
- Appropriately represent Pitzer and the Office of Student Affairs while providing a student perspective on college life

c. **Knowledge, Skills and Abilities**

- All Pitzer students who are in good academic and student conduct standing.
- Have positive work habits and a team-focused attitude
- Enjoy working with new people
- Effective verbal and written communication
- Maintain strong organizational skills
- Possess a valid driver's license (or the ability to get it before August 2020)

d. **Learning Goals**

- Identify and prioritize assigned tasks in a systematic manner that supports the goals of the NSO program. (Critical Thinking/Problem Solving)
- Carry-out logistical tasks efficiently and on-time. (Professionalism/Work Ethic)

- Successfully work with and contribute to a team environment. (Teamwork/Collaboration)
- Take direction and seek clarification when necessary from OA and Campus Life staff. (Professionalism/Work Ethic)
- Use College resources effectively. (Critical Thinking/Problem Solving)
- Be able to transfer skills learned and used to future roles; through evaluation be able to understand areas of growth. (Career Management)

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 moderate to severe temperature conditions depending on the time of day, and no direct exposure to hazardous physical substances.
- Physical Requirements: This is generally an active position. Must be able to do the following including the items listed in the table below:
 - Have mobility for prolonged periods of time;
 - Assist with the set-up and teardown of event tables, signage and other materials;
 - Input session assessment data into the computer
 - Have the mobility to work in a standard office setting and use standard office equipment;
 - Lift up to 25 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 | | | | | | | | |

III. GENERAL INFORMATION

- Compensation / Grade:** \$13.00 per hour
- 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, OA Coordinators 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.
- c. **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 or without notice or cause, unless otherwise prohibited by law.
- d. **Essential Functions:** This position description defines the essential or fundamental job duties of the employment 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.
- e. **Classifications**
- FLSA Exemption Status:
 - Non-Exempt
 - 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
 - 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
 - Benefits
 - California sick leave policy for students
 - Workers' compensation.
 - No other benefits.

Date Description Last Updated: 4/17/2020