

## 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](http://www.pitzer.edu/newstudentorientation)
- e. **Department/Office Description**

The New Student Orientation (NSO) program at Pitzer College integrates the core value of experiential learning through a series of on- and off-campus events. These experiences include the off-campus Orientation Adventure (OA) program as well as various on-campus programs related to adjusting to the academic and co-curricular life at the College. NSO aims to foster the development of meaningful relationships between new and returning students. Academic Guides play an integral role in the preparation, implementation, and success of the NSO program.

- f. **Date Job Description Last Updated:** 4/13/2021

#### EMPLOYMENT KEY DATES (DATES SUBJECT TO CHANGE)

- a. **Virtual Responsibilities**
  - **Training via Zoom**
    - Monday, August 2 - Tuesday, August 3
  - **Meet with assigned FYS as a group and individually**
    - Wednesday, August 4 - Thursday, August 12
  - **Be available during online Registration**
    - Tuesday, August 17 - Wednesday, August 18
- b. **On-Campus Move-In:**
  - If you are also an Orientation Leader, you will move in Saturday-Sunday, August 14-15
  - If you are only an Academic Guide, you will move in on Thursday, August 26
- c. **New Student Orientation Responsibilities:**
  - Friday, August 27 - Sunday, August 29, Times TBD
- d. **Fall Semester Responsibilities:**
  - Meet with your assigned group every 2 weeks to provide ongoing academic transition assistance from a student leader perspective
  - Attend regular meetings with the Academic Guide team facilitated by Campus Life Staff
  - Check-in and/or meet individually with students:
    - By October 1
    - Before Spring Registration in November
    - Before Finals 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 yourself by July 1 which will be emailed out to students following their FYS placement.
- Meet with their group of new students as a group and individually during virtual Academic Orientation
- 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 Field Group Fair and answer questions about advisers, professors, classes, majors, etc.
- Help students navigate the Claremont Colleges for 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.
- Provide ongoing academic guidance and check-ins throughout the Fall semester

**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.
- Ability to adapt to ever-changing public health and College protocols related to the COVID-19 pandemic
- 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: \$14.00 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.