

## STUDENT POSITION DESCRIPTION



Position Title:

# Summer Conference Assistant

## I. DEPARTMENT/OFFICE INFORMATION

a. **Department/Office Name and Location:** Residence Life, C300

b. **Supervisor Title:** Housing and Conferences Manager

c. **Website:** <https://www.pitzer.edu/student-life/residence-life/>

d. **Department/Office Description:**

i. The mission of Residence Life is to **Cultivate a Caring Learning Community:**

1. Cultivate: Residence Life supports students in their individual development and academic pursuits.
2. Caring: Residence Life prioritizes student safety and well-being.
3. Learning Community: Residence Life fosters an inclusive community where students can meaningfully engage with others while supporting the core academic mission of the college.

## II. POSITION ESSENTIAL FUNCTIONS AND QUALIFICATIONS

### a. **Position Overview**

The role of a Summer Conference Assistant (SCA) is responsible in supporting Conference services and the Office of Student Affairs in preparing the campus for conference guests and summer activities. Our primary goal is the development of an environment conducive to the academic and personal growth of participants living in the residence halls. The following is a summary of the significant expectations for which SCAs are responsible.

### b. **Essential Functions**

#### i. **Building and Room preparation**

1. Assist Conference Services with regular room inspections, building inspections, and the proper check-in and check-out of guests.
2. Handle card/key changes, ensure door access, and be responsible for residence hall master cards/keys; assume total responsibility for residence hall master cards/keys.
3. Prepare rooms for stay including stocking linen packets, reporting work orders.
4. Distribution, collection, and organization of clean and soiled linens.

#### ii. **Administration – Documentation and Office Coverage**

1. Provide office coverage and complete assigned tasks/support guest walk-ins during assigned hours.
2. Complete all assigned administrative tasks thoroughly, accurately, and on time
3. Perform building checks and identify things in need of repair or special attention.
4. Schedule and work up to 40 hours/week with the Conference Services Office or the Office of Student Affairs.
5. Provide additional assistance to Conferences Services: This includes helping with classroom set ups in between conferences.

#### iii. **Conference Guest Relationships**

1. Continually model appropriate behavior according to the Pitzer Code of Conduct.
2. Keep information private and discrete when ethical and appropriate to do so.
3. Work as scheduled; BE ON TIME. (Remember ON TIME means arriving at least 5 minutes before your shift).
4. Be visible and accessible to your guests and residents, it is crucial in promoting a safe and comfortable environment.
5. Be professional and exhibit customer service (e.g. - "Think like the customer..."). Many of our guests have never been to Pitzer's campus and will come to you for

assistance. Be ready to provide information, directions, and to go the extra mile to be helpful.

6. Communicate your suggestions and those of the guest to your Conference Services Leadership Team.
7. Be courteous to all employees and guests of Pitzer.
8. Be open-minded and willing to learn new aspects of the job.
9. Be in proper uniform (nametag, water bottle, uniform shirt, closed-toed shoes) and prepared to work when you are scheduled.

iv. **Community Development**

1. Serve as a role model for other staff and students: understand, uphold, and abide by policies.
2. Offer input regarding hall policies, services, and improvements to Residence Life and OSA.
3. Maintain bulletin board(s) with information on campus resources, activities and educational materials.

v. **Communications**

1. Check your email a minimum of twice daily for College and staff correspondence.
2. Respond to all messages/notes in a timely manner as determined by the Conference services Leadership Team.
3. Maintain regular contact with the immediate supervisor and discuss job-related as well as personal concerns relative to performance.
4. Assists other students in handling crises and solving problems. Refer students and conference guests to appropriate resources.

vi. **Development**

1. Be evaluated formally by the Conference Services Leadership Team and peers with continued employment based upon positive evaluation.
2. As a paraprofessional staff member you may be asked to participate in professional staff interviews and provide feedback.

vii. **Other duties as assigned.**

**c. Knowledge, Skills and Abilities**

- i. Positive, energetic, team-oriented, with ability to collaborate.
- ii. Mediation and listening skills.
- iii. Strong communication skills in English, both written and oral.
- iv. Strong organizational skills to manage multiple tasks and priorities while satisfying commitments.
- v. Exercising sound judgment and effective communication,

**d. Physical Requirements**

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							

- e. Learning Goals :** As a result of serving as a Summer Conference Assistant, students will be able to...
- Identify and respond appropriately to potential safety concerns and crises. (Critical thinking/ problem solving )
  - Identify and utilize different interpersonal communication skills. (Oral/written communication)
  - Complete administrative tasks such as one-on-one meetings, door decorations, bulletin boards, room condition reports, work requests, incident reports, Daily office logs. (Professionalism/ work ethic; Digital technology )
  - Successfully work with, and contribute to, a team environment. (Teamwork and Collaboration)
  - Transfer skills learned and used to future roles, through evaluation they will be able to understand areas of growth. (Career management)

**f. Expectations:**

- SCAs are held to the standards outlined in the Code of Student Conduct in the Student Handbook and higher standards mentioned below in this job description.
- SCAs are expected to be mindful when interacting with the media, including student media. This is meant to assist SCAs in balancing the utilization of media platforms with the potential conflicts of interest that may arise due to their involvement with their employment with Residence Life.
- Performance will be evaluated by their a supervising staff member periodically throughout the period of employment. Substandard performance may lead to disciplinary action. Staff are expected to communicate any feedback in regards to performance with their supervisor or the Associate Dean of Students and Director of Residence Life and Conference Services.
- SCAs will support several different communities, each with unique needs, and position expectations may shift accordingly. Supervision styles, communications, and expectations may shift throughout the period of employment.

**III. GENERAL INFORMATION**

**a. Date Description Last Updated: 4/11/2022**

**b. Work Schedule**

- Hours per week; (30-40 hrs \*subject to change)
- Dates June 1<sup>st</sup> – August 19<sup>th</sup>, Saturday and Sunday hours possible.

**c. Compensation Grade (Range):**

- In return for fulfilling the above mentioned services, staff will be paid via bi-weekly payroll at an hourly rate of \$17.00/hour.
- The information provided here is for guidance and all official policies regarding time and attendance are set by Human Resources.

- iii. RAs are required to submit timesheets via the College's time and attendance system, reflecting actual time worked, at the due dates set by Human Resources. If you are employed by other offices on campus, staff should plan their schedules so that all positions together do not exceed 8 hours in a day and 40 hours in a week. Staff cannot work more than six consecutive days between all positions on campus. If a staff member works more than five consecutive hours (regardless of the position worked), a 30-minute unpaid meal period must be taken. You will need to clock in and out for this meal period through the time and attendance system. The meal period must begin by the 5<sup>th</sup> hour of work. RAs must take one ten-minute break with pay for every four-hour block of time worked. This is not recorded on the time sheet, however, staff cannot use the ten-minute rest period at the beginning or end of the meal period.
  - iv. All RAs who receive Financial Aid are required to meet with the Financial Aid office prior to accepting the RA position. Financial Aid will create a draft of individual aid packages so RAs can see how the position could impact their aid package.
- d. At-Will Employment**
- i. 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.
- e. Essential Functions**
- i. 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.
- f. Classifications**
- i. Non-Exempt.
  - ii. 1) CSA Reporter, 2) FERPA, 3) Responsible Employee.
    1. See definitions below.
  - iii. **Confidentiality and Required Reporting**
    1. SCAs are in a position to gain a great deal of sensitive and personal information. It is expected that this information will be treated in a professional and confidential manner. **SCAs do not have privileged confidentiality.** Any information that might affect the safety, security, and wellbeing of the Pitzer community *must* be shared with a member of the Residence Life, Office of Student Affairs, or Campus Safety offices immediately, including behavioral and mental health concerns.
- g. Benefits**
- i. Sick Pay: After completing 30 days of employment, 24.0 hours of California sick time will be granted, which can be used beginning after the 90<sup>th</sup> day of employment. Worker's comp coverage and care applies. No other benefits are provided
- h. Termination of Assignment**
- i. In the event of early termination of this agreement, you will receive a check for all wages owed through your last day worked. You may be moved to a double occupancy room

in any building for the remainder of the academic year. You may continue working in other on campus positions unless determined otherwise through judicial procedures.

**IV. POSITION DESCRIPTION ACKNOWLEDGEMENT**

- a. I, \_\_\_\_\_, have received a copy of this description for the position of **Summer Conference Assistance** at Pitzer College effective DATE \_\_\_\_\_.

I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of the department or College without it being specifically included in the job description. If I have any questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and salary increases are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my supervisor.

I have discussed any questions I may have about this job description prior to signing this form.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FOR HUMAN RESOURCES USE ONLY

**Position Reporting Information**

**Job Profile:** PIT-                      **Summer Benefits Leave:** No              **Cost Center:**  
**IPEDS/SOC Code:**  
**WC:**              **AB1825:** Y/N              **CUPA:**                      **EEO-1:**

**Definitions**

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.

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.

Mandatory Reporter: Employees who have frequent contact with children are required to report all known or suspected cases of child abuse or neglect.

Responsible Employee: Employees who must report information to the Title IX Coordinator if a student or other member of the Pitzer College or The Claremont Colleges community discloses an incident of sexual assault, dating violence, stalking, or sexual or gender-based harassment.