

ON-CAMPUS EMPLOYMENT OPPORTUNITY

PROGRAM ASSISTANT – STUDY SESSION

Program: Study Session, sponsored by Student Academic Services and the Division of Student Affairs, has been an academic retention program at Cal Poly since fall quarter 1994. It provides qualified peer facilitators to lead weekly discussion groups for specific lower division classes in the areas of biology, chemistry, physics, statistics, engineering, computer science, and mathematics.

Position: The Program Assistant provides administrative support to the Coordinator and office staff.

Typical Duties: Respond to email and phone calls daily; meet with Coordinator for program planning weekly; work closely with the program database to coordinate study session schedules; prepare agenda for weekly staff meetings on Thursdays from 11:10 am to noon and facilitate those staff meetings; assist with student leader recruitment. Please see the detailed list of responsibilities for more information.

Qualifications: Currently enrolled Cal Poly student in good academic standing (GPA 3.0+), who is able to commit to working all academic year quarters (fall, winter, and spring quarters).

- We are looking to hire 2 positions that can start training in the middle of winter 2019 and spring 2019 and work fall 2019, winter 2020, spring 2020

Compensation: Starting wage is \$13.00 per hour. Future increases based upon work performance, hours worked since prior increase, and budget constraints.

Hours: Each quarter, the Program Assistant develops a schedule of 12-20 hours per week Monday through Friday. Study Session will work around a student's academic schedule and can accommodate shifts during a standard 8:00 am to 6:00 work day.

Job Knowledge/Skills Required:

1. Operate PC using *Microsoft Office Suite*
2. Possess the ability to focus in a busy work environment.
3. Able to shift from one task to another readily.

Interpersonal Skills:

- Works collaboratively with students, staff, instructors, and campus partners.
- Proactive self-starter with an ability to meet deadlines.
- Well-organized, makes good use of time, and anticipates future events.
- Attention to detail; good follow through.
- Excellent verbal and written communication skills.
- Ability to adapt and transition constructively as the Program and position adjust.
- Knowledgeable of relevant campus resources.
- Ability to interact appropriately and respectfully with people regardless of culture, socio-economic level, gender, or ethnic origin.

Supervisor: Nick Bryden, Coordinator

Office: Academic Skills Center – Kennedy Library, Room 112

Phone/email: 805-756-7663 • nbryden@calpoly.edu

Submission Process

1. Open the attached Study Session application in Word – do not use Google Docs:
 - Change the file name from “PA Application Study Sessions” to **your last name**
2. Return your application to studysession@calpoly.edu
 - Please label the subject line as **“Program Assistant Application”** when you email your application.
3. Study Sessions will evaluate your application and contact you if an interview is desired.
 - Application evaluations will start on 11/16/2018 and applicants selected for an interview will be contacted by 11/30/2018.
- 4. Due Date: Wednesday, December 5th no later than 5:00 pm (2018)**

DETAILED RESPONSIBILITIES

Study Session Scheduling for Fall, Winter, and Spring Quarters

- Communicate with Coordinator about current and future program needs.
- Communicate with facilitators regarding their schedules for each quarter.
- Communicate with University Scheduling about the coming quarter's schedule and edits.

Facilitator Interaction

- Assist Coordinator in providing support, training, and assistance to new and returning facilitators.
- Email facilitators with reminders as needed (scheduling, payroll, holidays, etc.).
- Coordinate substitutes.

Phone, Email, and Data Entry

- Use Microsoft Excel to manage and view data / create new spreadsheets.
- Respond to emails daily.
- Respond to in person questions from leaders and students.
- Organize facilitator budget projections; update budget spreadsheet.
- Check Study Session website for accuracy and current documents.
- Provide support and ideas to improve Study Session website
- Update and maintain staff PolyLearn site.
- Answer phone and return voicemails.

Database

- Maintain fall, winter, and spring databases using FileMaker.
- Enter and edit data as needed.

Staff Meetings

- Develop the weekly meeting agenda and review with Coordinator.
- Prepare any materials and set up the room for the staff meeting.
- Co-lead and facilitate meeting and discussions with Coordinator and Senior Leaders.
- Email meeting minutes after the meeting; follow up with any facilitators who were absent.

Recruitment

- Create and edit job descriptions.
- Receive and screen applications; schedule interviews with selected applicants.
- Prepare interview materials; interview candidates with Coordinator and Senior Leaders.
- Discuss candidates with Coordinator and Senior Leaders following the interview.
- Complete on-boarding paperwork with new hires.

Marketing

- Assist Coordinator in marketing study session to students, faculty, and advising staff to increase enrollment.

Quarterly Assessments

- Track assessment completion rates.
- Review results with Coordinator.