Learning Assistant & Front Desk Assistant Position Description

**Program:** Cal Poly Scholars  
**Rate:** $15.50 / hour  
**Hours:** Hours per week vary depending on the time of year and scheduling  
- Training (Spring & late Summer 2023): Approx. 10 hours total  
- Front Desk (Fall 2023 – Spring 2024): Approx. 4-10 hours/week  
- UNIV 100 (Fall 2023): Approx. 4-6 hours/week

**Learning Assistant Responsibilities**

Under the direction of the Cal Poly Scholars program, including UNIV 100 Instructors, Learning Assistants will:

- Assist with curriculum implementation for 2-4 UNIV 100 sections*
- Facilitate learning in the classroom through discussions, presentations, and activities
- Provide a student perspective in the classroom
- Attend team and 1:1 meetings and trainings as scheduled by supervisors
- Complete all other responsibilities as assigned

*Learning Assistants must be available during at least two sections of UNIV 100 (times TBA)

**Front Desk Assistant Responsibilities**

Under the direction of the Cal Poly Scholars program, Front Desk Assistants will:

- Create a welcoming environment for all Scholars, staff, and guests
- Provide excellent customer service including answering questions, connecting students with resources, and troubleshooting issues that arise
- Complete administrative tasks and special projects as associated with shifts and as requested by pro-staff
- Communicate and collaborate with co-workers to ensure all shifts are covered and information is disseminated in a timely manner
- Attend team and 1:1 meetings and trainings as scheduled by supervisors
- Complete all other responsibilities as assigned

**Requirements & Qualifications**

- Current Cal Poly Scholar who is in good standing with Cal Poly and the Cal Poly Scholars program
- Enrolled as an undergraduate student for the full duration of the 2023-24 academic year (Scholars in blended 4+1 programs who begin fall with undergraduate status will also be considered)
- Maintain good academic and conduct standing with the university throughout employment
- Desire to make a difference in fellow Scholars’ lives
- Excellent communication skills
- Welcoming personality that values inclusion and diversity
- Ability to take direction as well as create and work independently
- Collaborative approach to addressing work tasks and solving problems
- Organized and actively implements personal time management techniques
- Creative and strategic approach to problem solving
Apply

To apply, complete the Learning Assistant and Front Desk Assistant Application no later than Sunday, April 2, 2023 at 11:00 p.m. A link to the application is found on the Scholars website under applications. You will need to be logged into your Cal Poly Portal to complete the application.

If you have questions about the Learning Assistant & Front Desk Assistant position or application process, please contact Dep Peterson at dpeter30@calpoly.edu.