Program Assistant Position Description

**Program:** Cal Poly Scholars

**Rate:** $16.00 / hour

**Hours:** Hours per week vary depending on the time of year:
- Training & Planning (Spring – Summer 2023): Approx. 2 – 10 hours/week
- Academic Year (Fall 2023 – Spring 2024): Approx. 8 – 15 hours/week (semi-flexible times)

Program Assistant Responsibilities

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

- Collaborate with fellow Program Assistants to strategize and calendar intentional and inclusive workshops and events for Scholars
- Plan and implement educational, academic and social workshops and events for all Scholars (especially Year 2+ Scholars) – areas of focus may include, but are not limited to: career readiness, health and wellbeing, financial literacy, academic success, and community building
- Outreach or serve as a liaison to campus partners in order to collaborate on program offerings and/or promote relevant events and opportunities
- Collaborate with Communications Assistants to effectively plan and promote workshops and events
- Attend team meetings, 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 Program Assistant Application no later than Sunday, March 26, 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 Program Assistant position, please contact Everardo Vences or Ana Garcia at evencesg@calpoly.edu or agarc596@calpoly.edu.