

## Program Assistant Position Description \*

Program: Cal Poly Scholars

Rate: \$17.50 / hour

Hours: Hours per week vary depending on the time of year:

- Training & Planning (Spring – Summer 2026): Approx. 2 – 10 hours / week
- Academic Year (Fall 2026 – Spring 2027): 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, financial literacy, study abroad, basic needs, RLC Year 2 community engagement, academic success, and community building
- Outreach or serve as a liaison to campus partners 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 and 1:1 meetings and trainings as scheduled by supervisors
- Complete all other duties 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 Fall duration of the 2025-26 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 make 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

## How to Apply

To apply, complete the [online application](#) no later than **Sunday, February 8, 2026 at 11:59 p.m.**

If you have any questions about the Program Assistant position, please contact Everardo Vences at [evencesg@calpoly.edu](mailto:evencesg@calpoly.edu) or Ana Garcia at [agarc596@calpoly.edu](mailto:agarc596@calpoly.edu)

*\* All pay rates and hours are anticipated yet contingent on collective bargaining negotiations and budget allocations. For more information visit: <https://mustangnews.net/unionized-student-assistants-demand-better-pay/> or <https://www.csueu.org/student-assistants/bargaining-updates>*