Program Assistant Position Description

Program: Cal Poly Scholars
Rate: $16.50 / hour
Hours: Hours per week vary depending on the time of year:
  • Training & Planning (Spring – Summer 2024): Approx. 2 – 10 hours/week
  • Academic Year (Fall 2024 – Spring 2025): 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 2024-25 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 online application no later than Sunday, February 11, 2024 at 11:00 p.m.

If you have questions about the Program Assistant position, please contact Everardo Vences at evencesg@calpoly.edu.