

PBLC Summer Assistant

Part-time from Monday, June 3rd – Friday, June 28th 2024
Full-time from Monday, July 1st – Friday, August 23rd 2024

Job Description:

This on-campus position will support the efforts of Cal Poly Humboldt's Place-Based Learning Communities (PBLCs). Under the supervision of the PBLC staff, PBLC Summer Assistants will assist in the development, planning, and implementation of all PBLC Welcome Week activities, also known as Humboldt Immersion.

The PBLCs are for incoming first-time first year students. Each PBLC has its own unique set of hands-on field trips and activities that students participate in the week before classes start. These Welcome Week activities are designed to welcome students to Cal Poly Humboldt, introduce them to their majors / interests, and connect them to faculty, staff, and their peers.

Pay Rate & Time Commitment:

This on-campus position pays \$17.00-\$19.00 per hour depending on experience. There are three open positions and they are all stateside funded roles.

- From Monday, June 3rd to Friday, June 28th, employees will work part time, up to 20 hours per week.
- From Monday, July 1st to Friday, August 23rd employees will work full time, between 30 and 40 hours per week.
- For interested applicants, there will be an opportunity for at least one successful candidate to transition into a part time role with the PBLC Office (10 hours a week) for the Fall 2024 and Spring 2025 semesters.

Expected Duties:

There are three open positions. Projects will vary on assignment, but all roles will heavily overlap and support each other in all projects. Additional duties may be assigned.

- Create and manage hands-on Welcome Week activities that support first-year students.
- Collect and organize student paperwork.
- Create, organize, and refine supplies and materials for student-staff training.
- Support PBLC Staff with logistics, planning, and detail-oriented tasks associated with Welcome Week preparations.
- Manage, update, and digitize Welcome Week related materials as necessary (itineraries, maps, travel directions, assignments, etc.).
- Provide support to student staff, faculty, and staff during the student-staff training and Welcome Week.

Required Qualifications:

- Current student (undergraduate or graduate) of Cal Poly Humboldt
- Strong organizational skills
- Ability and passion for working with and supporting diverse student populations
- Strong communication skills
- Able to adapt quickly and accordingly to unpredictable situations
- Can commit to the stated position duration
- Ability to work independently and as part of a larger team

Preferred Qualifications:

- Prior experience in a Place-Based Learning Community and/or experience supporting Welcome Week (formerly Humboldt Immersion)
- Previous student leadership experience
- Comfortable speaking with and emailing students

- Attentive to detail
- Able to adapt to sudden changes in project development

To Apply:

Apply on Handshake or send an email with "PBLC Summer Assistant" in the subject line to pblic@humboldt.edu and attach a 1) resume, 2) letter of interest, and 3) name/contact for professional references. Review of applicants will begin in late-March. **The deadline to apply is Sunday, March 17th.**