PBLC Summer Assistant

Part-time from Monday, April 3rd – Friday, May, 5th 2023
Full-time from Monday, May 15th – Friday, August 18th 2023

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 “Humboldt Immersion” activities.

The PBLCs are for incoming first-time freshmen. Each PBLC has its own unique set of hands-on field trips and activities that students participate in the week before classes start. These “Humboldt Immersion” 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 $16.00-$17.00 per hour depending on experience. There are four open positions and they are all stateside funded roles.

- Two will start part time in the spring semester averaging 10 hours per week from Monday, April 3rd – Friday, May, 5th. During the semester, hours will be flexible around your spring schedule. The position will move to full time, working 40 hours per week from Monday, May 15th – Friday, August 18th 2023.
- Two will start full time, working 40 hours per week from Monday, May 15th – Friday, August 18th 2023.

Expected Duties:
There are four open positions. Two will take lead on administrative tasks and two will take lead on innovative tasks, but all roles will heavily overlap and support each other in all projects. Additional duties may be assigned.

Administrative tasks will include: Collect and organize student paperwork and communicate with students regarding missing materials. Create and refine supplies and materials for student-staff training. Support PBLC Staff with logistics, planning, and detail-oriented tasks associated with Immersion preparations.

Innovative tasks will include: Develop materials for Immersion activities. Manage, update, and digitize Immersion related materials as necessary (itineraries, maps, travel directions, assignments, etc.). Provide support to student staff, faculty, and staff during the student-staff training and Humboldt Immersion.

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 or supporting Humboldt Immersion (formerly Summer 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 raven@humboldt.edu and attach a 1) resume, 2) letter of interest, and 3) name/contact for professional references 4) your Spring 2023 class schedule. Review of applicants will begin in early-March. **The deadline to apply is Sunday, February 26th.**