

Caltech Y Program Coordinator

Job Summary

The Program Coordinator manages, often taking the lead in coordinating, various programs related to student events. This position reports directly to the Associate Director for Student Programs.

Primary Job Duties

Rise Program

- Independently leads and works with Associate Program Director to implement and administer the Rise Tutoring Program. This includes, but is not limited to, oversight of tutoring sessions, managing program participants (both tutors and tuttees), translating documents to Spanish, serving as liaison to parents, including conducting parent/student orientations in Spanish, and coordinating tutoring logistics such as facilities and supplies
- Assists in the recruitment, management and retention of federal work study students and volunteers, including completing hiral forms, monitoring, approving, and reconciling student workstudy time cards through Kronos
- Tracks community service related, federal work-study participation for reporting

Student Programs & Support

- Independently leads and works with Associate Program Director, Program Director, and student program leaders to implement various Y programs, including outdoors or community service programs.
- Leads and acts as principal staff person on various student trips such as India Ki Khoj, Y Hike, Alternative Spring Break.
- Participates in various student committee meetings and supports student-driven programs including but not limited to Outdoor Committee, Social Activism Speaker Series Committee, Student Executive Committee.
- Supports other student-driven programs in collaboration with the Program Director and Associate Director, such as graduate reception, World Fest, and orientation events.

Other Programs

- Updates and maintains student related content for Caltech Y website, calendar, and email announcements
- Leads and implements social media efforts in collaboration with other staff members.
- Represents the Caltech Y when appropriate at outreach events.
- Assists in development and operation of Caltech Y mission and operations.
- Other duties as assigned.

The Caltech Y was founded by students in 1916 to provide service and leadership opportunities that prepare students to become engaged, responsible citizens of the world. The Y seeks to broaden students' worldviews and to raise social, ethical, and cultural awareness through teamwork, community engagement, activism, and leadership.

Team / Office Participation

- Participates in staff meetings/retreats – assist in development and operation of Caltech Y mission and operations
- Assists in coordination and support of major Y programs including evenings and weekends when needed
- Assists with ticket sales, equipment rentals, room reservations, and general front desk operations
- Advises student leaders on program development as needed on entry referral – support student driven programs

Basic Requirements:

- Bachelor's degree or college level training and/or equivalent with at least 2 years of paraprofessional or professional experience working with students in higher education.
- Masters in higher education, psychology, or related field highly preferred.
- Excellent written and oral communication skills as well as ability to multi-task, prioritize, and be flexible.
- Spanish proficiency and ability to work with Spanish-speaking community.
- Valid driver's license and ability to drive to off-campus sites highly desired.

- Ability to communicate effectively, written and verbal, with all constituents in a friendly, and professional manner
- Experience working with diverse student populations, from 8th through 12th grade students in the Rise program to undergraduate and graduate students in an academically rigorous research environment.

Preferred Qualifications:

- Outdoor experience highly desired.
- Resourcefulness, strong organizational and problem-solving skills with exceptional attention to details
- Ability to work in a busy student environment
- Experience in organizing one-day to multi-day trips
- Ability to work well under pressure, with distractions, and handle multiple tasks
- High degree of initiative and the ability to work independently as well as in a team environment
- Ability to quickly adapt to changing/unforeseen circumstances
- Conscientious, proactive, self-motivated, and a strong team player.
- Proficient with desktop computer systems and various office software including Microsoft Office, Wix, FileMaker Pro, PowerPoint, Email, and the internet
- International travel experience a plus
- Experience working in non-profit or higher education environment preferred.

This is an exempt, full-time position. Regular office hours are 9am to 5pm Monday through Friday with some evening and weekend hours as well as occasional travel as needed. Excellent benefits include medical/dental and retirement. Salary commensurate with experience. The Caltech Y is located on 505 S. Wilson on the Caltech campus. Estimated start date: June 1, 2019.

Please send/email a cover letter, resume, and three references to the following address:

Caltech Y
Attn: Athena Castro
MC: C1-128
Pasadena, CA 91125
Fax: 626-395-8890
Email: caltechy@caltech.edu

The Caltech Y is a non-profit, non-sectarian organization (not affiliated with the YMCA or YWCA) dedicated to the personal growth and development of students at the California Institute of Technology. For more information about the Caltech Y, please visit www.caltechy.org.