



Fullerton College EMPLOYMENT OPPORTUNITY

321 E. Chapman Ave, Cadena Cultural Center, Rm. 512-02, Fullerton, CA 92832
Telephone: (714) 992-7105 E-Mail Address: cadena@fullcoll.edu
Websites: <http://cadena.fullcoll.edu>



Program & Office Assistant (\$20 per hour)

POSITION LOCATION: Fullerton College, [Cadena Cultural Center](#)
NEEDED SHIFTS: **Summer Hours: 8AM – 5 PM Monday-Thursday | Fall Hours: 8AM – 5PM Monday-Friday**
Schedule and shift are subject to change in accordance with department needs and staff meetings.

STARTING DATE: This position will begin tentatively July 2023 (38.5 weeks, Max 26 hours per week, in 2023-2024 academic year)

About Our Center

The Cadena Cultural Center is housed under the Department of Student Development & Engagement. The Cadena Cultural Center strives to create an inclusive campus community where diversity is celebrated and all identities and experiences are appreciated, empowered, respected, and supported. As the official campus cultural center, we strive to provide a network (“Cadena”) of various departments, student organizations, and staff to provide services that enhance our awareness of culture and diversity, engage in anti-racism work, and promote a sense of belonging among our students and staff.

About Our Department

The Department of Student Development & Engagement (SDE) includes the [Cadena Cultural Center](#), [Grads to Be Program](#) (Undocumented Student Support), [LGBTQIA2S+ Resource Program](#) and the [Umoja Community Program](#). This newly formed department, which was officially formed in mid-Spring 2022, came out of the recommendations made by the Student Equity and Achievement Task Force to bring together the four areas above and serve as a catalyst for current and future diversity, equity, inclusion, and anti-racism efforts. Our department is focused on fostering student engagement and success for historically marginalized students while also providing intentional support for our affinity communities.

TYPICAL DUTIES

For the 2023-24 academic year, the Program & Office Assistant will work directly with the Cadena Cultural Center and for the Student Development & Engagement Department.

When supporting the Cadena Cultural Center, the Program & Office Assistant will assist with projects such as:

- Planning and facilitating diversity, equity, and inclusion events in-person and via online platforms such as Zoom, Microsoft Teams, or social media
- Hosting and planning cultural events where we educate the community on various history, heritage, and cultural months/weeks/days happening throughout the year
- Working with various campus partners to arrange logistics for programs as well as document and assess events
- Providing individual and group student support
- Conducting In-reach and Outreach presentations for students
- Manage social media accounts & develop campaigns, create monthly newsletter, update program website

For the SDE Department, the Program & Office Assistant will assist with administrative projects such as:

- Supporting front desk operations in Office 512-02 (answering and directing calls, maintaining Outlook emails, scheduling office services, event tracking, and facilities requests).
- Maintaining office inventory by tracking supplies
- Assisting with Special Projects hosted by the office such as events and celebrations, maintaining office calendars and listservs
- Assisting with department data collection, program evaluations, and annual reports
- Other clerical duties as assigned by office staff.

MINIMUM QUALIFICATIONS

Bachelor's degree. Demonstrate a working knowledge of administrative duties and data collection. Must demonstrate strong written communication skills and be proficient in the use of technology that includes Microsoft Office 365 and Zoom. Familiar with online platforms such as Canva, Instagram, and WordPress. Exhibit a sensitivity and awareness of diversity & cultural issues, including but not limited to: race, ethnicity, social class, sexual orientation, religion, age, ability, and immigration status.

DESIRABLE QUALIFICATIONS

Experience with administrative duties in a higher education setting. Prior experience developing diversity programming for students through an intersectional approach or similar experience. Exceptionally organized, detail-oriented person who can manage their time effectively. Demonstrated ability to interact effectively, productively, and sensitively with students, faculty, staff and parents/family/guardians per the confidentiality standards and practices of the Family Educational Rights Privacy Act (FERPA) and

other relevant policies and best practices. Team player, event planning experience, and demonstrated commitment to promoting equity and inclusion.

WORKING RELATIONSHIPS

Maintain frequent contact with various college departments, personnel, faculty, students and the public.

WORKING CONDITIONS

College office environment; currently working mostly in-person, but subject to change per NOCCCD directive; reliable internet connection necessary, subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-5 hours); repetitive use of upper extremities including hand coordination activities. Some light lifting required.

Reasonable accommodations for applicants with disabilities may be requested by emailing Gilberto Valencia, Cadena Cultural Center Coordinator at gvalencia@fullcoll.edu or calling (714) 992-7105 at least two (2) business days in advance of the scheduled interview date.

TO APPLY:

Please upload your **resume**, **cover letter**, and a **social media post sample** to the link provided: [2023 Program & Office Assistant PE](#). Please combine all documents and upload as one single PDF File.

Cover Letter Guidance: Please highlight your experiences with developing diversity programming or working within a cultural center. Additionally, please answer the following question in your cover letter: "Why are you interested in working for a cultural center?"

Social Media Post Guidance: Please showcase your technical skills and creativity by creating a sample social media post on [Canva](#), that highlights a cultural event that you would like to host through our center. This post must include: the title, date and time, and purpose of this event. For reference of our past events, please visit us on Instagram [@fcculturalcenter](#)

If you have any questions about the above requirements, please email Gilberto Valencia at gvalencia@fullcoll.edu.

APPLICATION DEADLINE

Complete applications MUST be received before Sunday, June 25th, 2023, at 11:59pm. Interviews will be held tentatively July 5th, 2023 via Zoom.

IF HIRED

The applicant(s) selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. In addition, you will be required to attend mandatory training.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available in the District's Human Resources office.