

## **KLI General Program Assistant**

### Description:

- The General KLI Program Assistant will work with Jessica Briggs, M.S. '03, KLI Assistant Director for Leadership Programs, on the publicity (table tents, emails, flyers, press releases, etc.), planning and facilitation of leadership events for KLI and CMC.

### Requirements:

- This position is open to CMC sophomores, juniors, and seniors from all majors. Enrollment in Leadership Studies Sequence is preferred but not required. The position requires approximately 5-10 hours per week. Outgoing and energetic personality, comfortable working alone or as part of a team, desire to use and expand event planning skills are essential. Strong communication and organization skills, especially attention to detail, is essential. Participation in KLI events and meetings is expected.

### Job Responsibilities:

- Recruit students to attend events
- Prepare website updates
- Take photographs at events as needed and assist with evaluation of programs or events after completion, including summary documentation
- Provide general office support including photocopying, phone calls and faxes as necessary
- Help develop, design, facilitate and evaluate specialized leadership development and training workshops with clubs, sports teams and other on- or off-campus entities throughout the year
- Attendance of regular meetings and other duties as assigned by the Assistant Director for Leadership Programs

Claremont McKenna College hires and promotes individuals on the basis of their qualifications, consistent with applicable state and federal laws, without regard to race, color, religion, sex (including gender, pregnancy childbirth or other related medical conditions), national origin, ancestry, age, physical disability, mental disability, medical condition or medical leave, marital status, sexual orientation or any other category protected by law. Inquiries may be directed to the Director for Human Resources, 400 N. Claremont Blvd., Claremont, California 91711-4015, (909) 621-8490.

Employment is contingent upon new employee providing documents verifying U.S. citizenship or, for aliens, documents verifying legal permission to work in the United States.