

Institute Assistant

Description:

- KLI is accepting applications for Institute Assistants. Institute Assistants help with day-to-day tasks around KLI, as well as with long-term projects and events. Among other responsibilities, the student will work to develop enrollment and participation in KLI activities, such as KLI-sponsored Athenaeum events. Institute Assistants will report to Nancy Flores, Assistant to the Directors and/or Joleen Archibald, Program Logistics Coordinator.

Requirements:

- This position requires the ability to work independently and as a team member, as well as organizational, interpersonal, and communication skills. Attention to detail, flexibility, and the ability to prioritize work when balancing multiple projects and deadlines are also required.
- Skills Needed:
 - Working knowledge of full Microsoft Office Suite (Word, Excel, PPT)
 - Working knowledge of Adobe Acrobat (PDF's construction and merging)

Job Responsibilities:

- Clerical duties (answering phones, filing, etc.)
- Assisting with event planning and execution
- Maintaining departmental files
- Data entry/information management
- Preparation of presentations
- Commitment to attend KLI sponsored events
- Providing support and assistance to KLI staff as needed
- Other duties as assigned

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.