

PCC PATHWAYS

Jam Leader Job Description and Information

About Jam

Jam is a multi-day summer orientation that introduces all first-year students to Pasadena City College. PCC's summer jam is a required component of PCC Pathways. Jam is specifically designed for recent high school graduates who want to get a head start at PCC and join the Pathways program. The purpose of Jam is to provide an engaging program that allows students to:

- Spend a week in a friendly, stress-free environment
- Feel more comfortable and excited about their choice of attending PCC
- Begin to take ownership of their own educational choices including major and career
- Have a better understanding of the transition from high school to college
- Create a network of friends who will support them during their first year in college
- Acquire the skills and confidence they need to succeed in all their classes at PCC

What is a Jam Leader?

Jam Leaders will work with the staff of the Pathways Program and Counseling Department with the duties and responsibilities of implementing Jam. Jam Leaders will develop leadership, facilitation, communication, and public relation skills by assisting new students in their transition to the PCC community. Jam Leaders serve as mentors and guides for new students who are making the transition from their previous environments. As a Jam Leader you will be part of an informative training program that will prepare you for your role. You will gain valuable presentation and facilitation skills as well as leadership and professional experience to include in your resume. Compensation is \$12/hour. Most importantly, you will gain memories to last a lifetime!

Length of Position

Mandatory Training Dates

To accommodate student schedules, training will be scheduled on the following Saturdays between 9-3 pm. Exact times will be provided as the day approaches:

- May 18
- June 1, 8, 15

PCC PATHWAYS

- July 13

You are expected to attend all Jam training dates.

The following is the tentative Jam Schedule. At your interview, you will be asked which weeks you are available

Week	Dates	Hours	Prep Day	Hours
1	July 22-24	8:30-4:30	July 25	2 hours TBD per JL group
2	July 29-31	8:30-4:30	August 1	2 hours TBD per JL group
3	August 5-7	8:30-4:30	August 8	2 hours TBD per JL group
4	August 12-14	8:30-4:30	August 15	2 hours TBD per JL group
5	August 19-21	8:30-4:30	August 22	2 hours TBD per JL group

to work.

Qualifications & Expectations:

- Be available to attend all training sessions and orientation sessions
- Demonstrate a desire to learn about the college and help others learn
- Demonstrate the ability to be reliable, responsible, confident, and willing to help
- Demonstrate the ability to work and communicate effectively with a diverse group
- Demonstrate leadership skills, initiative, accountability, and motivation
- Demonstrate excellent customer service skills and the ability to work as a team member.
- Demonstrate the ability to work under pressure.
- Display flexibility – the ability to adapt to change with ease and grace
- Demonstrate proven troubleshooting and problem solving skills
- Arrive on time and prepared to execute/perform tasks related to the program
- Maintain professionalism in all actions, activities and dress, refraining from unethical boundary violations and inappropriate behavior

PCC PATHWAYS

- Maintain good academic standing
- Ability to accept and respond to constructive feedback
- Effective interpersonal skills: assertive, helpful, sensitive and tactful in working with others
- Strong verbal and written communication skills

Duties and Responsibilities:

- Assist in the implementation of orientation programs for new students
- Serve as a role model for incoming students and peers
- Facilitate and lead group discussions with first year students on topics such as classroom behavior
- Support and participate in group meetings and debrief efforts
- Guide tours of first year students
- Assist in the setup and takedown of orientation events
- Attend training sessions for Jam Leaders
- Coordinate, facilitate, and maintain an orientation group's involvement with the community's broader welcoming and social programming events, as well as small group activities
- Give advice on being a student at PCC
- Provide new students with a general introduction to higher education and its functions
- Provide encouragement and support for new students.
- Ensure student attendance at all events/workshops.
- Other duties as assigned

The Application & Selection Process

To be considered for a position, complete the application found here: <https://goo.gl/forms/RLqaRMOSzlxoH1kn2>. Be sure to follow instructions to upload your resume.

If accepted, you will be asked to participate in a short interview the week of April 22. Applications are due by Friday, April 12th.

For More Information

PCC PATHWAYS

If you have questions about Jam or being a Jam Leader, please contact:

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