

## **Unclassified Paid Intern**

**Location:** Pierce College - Umoja Program

**Pay Rate:** \$20.29/Hour

**Hours:** Two positions available for hire, with a start date of September 2021. Both positions are for 10 - 20 hours (maximum) per week. The position may require afternoon/evening hours to be worked.

### **Typical Duties:**

Duties: The Unclassified Paid Intern receives supervised practical learning, experience, or teaching that enables the individual to gain and apply knowledge related directly to their academic and career goals. They will be responsible for a variety of paraprofessional duties including the dissemination of program information to prospective and current students, assisting with program activities, answering routine questions in the Umoja Village, assisting with outreach at local high schools, and success workshops to incoming and new students (under the guidance of a Umoja counselor), answering office telephones, as well as work on other duties as assigned by the Umoja Coordinator/Counselor.

### **Qualifications:**

Must be comfortable with Microsoft software and applications, have customer service experience or experience working with students, and/or experience working in an office environment. Prior experience in a California Community college student support program (e.g. Umoja or EOPS program participant) is preferred.

Must be enrolled as a full-time upper division undergraduate or graduate student in a counseling or a related field at an accredited four-year college or university. Student may not be on academic probation or progress probation.

### **Description of organization:**

Umoja is a Kiswahili word meaning unity. The Umoja program is an academic learning community and resource dedicated to enhancing the cultural and educational experiences of Black/African American students and others. Umoja advances academic excellence, community building, and student leadership as its program goals. Students will enroll in a yearlong program, where they will take linked classes by Umoja trained professors. The Umoja community will allow for strong bonds to be developed by students, professors, mentors, and counselors.



Since 1947, Pierce College has been a student-centered learning institution that offers opportunities for access and success in a diverse college community. The college dedicates its resources to assist students in identifying and achieving their educational, career, and personal goals. Our comprehensive curriculum and support services enable students to earn associate degrees and certificates, prepare for transfer, gain career and technical proficiency, and develop basic skills.

**Contact information:**

Kalynda Webber McLean, Ed.D.  
Umoja Coordinator/Counselor  
Learning Library Crossroads Building (LLC)  
6201 Winnetka Avenue  
Woodland Hills, CA 91371  
Phone: (818) 610-6567  
Email: [mcleankw@piercecollege.edu](mailto:mcleankw@piercecollege.edu)