



Student Affairs Assistant

Permanent, salaried, full time position

Salary: \$70,000

Start date: ASAP

Location: Currently remote; ordinarily at San Rafael office and at San Quentin Prison

The mission of Mount Tamalpais College is to provide an intellectually rigorous, inclusive Associate of Arts degree program and college preparatory program, free of charge, to people at San Quentin State Prison; to expand access to quality higher education for incarcerated people; and to foster the values of equity, civic engagement, independence of thought, and freedom of expression. Mount Tamalpais College is a national leader in providing quality higher education opportunities to incarcerated people and in expanding access to higher education within California's prison system and nationwide. In recognition of our work the organization was awarded the 2015 National Humanities Medal by President Obama.

Mount Tamalpais College is currently in a period of tremendous growth. After twenty years of operating a robust higher education extension site degree program at San Quentin, the organization is seeking independent accreditation. This new college will be one of the first of its kind, a world-class college serving solely incarcerated students.

Job Description

Reporting to the Director of Student Affairs, the Student Affairs Assistant is responsible for supporting the administration and operation of Mount Tamalpais College's Student Affairs division, including managing program supplies and prospective student applications; supporting student advocacy and advising, admissions, student tracking, student orientations, workshops, and events (e.g., graduation); and interfacing with contacts in the California

Department of Corrections and Rehabilitation. The Student Affairs Assistant will also support the college's developing alumni affairs work, pending capacity.

This position requires working with multiple stakeholders across the college and prison, and supports MTC's efforts to provide a campus climate that fosters inclusivity and belonging among a diverse student body, student success, personal development, and an integrated co-curricular student learning experience. The Student Affairs Assistant works closely with students on a regular basis, participates in Student Affairs initiatives and activities, and serves as an administrative representative on matters related to student services. This position requires extensive, diplomatic communication with prison staff on a regular basis.

This job is ordinarily performed at the Mount Tamalpais College off-site office and on-site at San Quentin State Prison. Hours include at least two evenings a week and regular weekends. This job involves up to two miles of walking a day on uneven terrain and some lifting. Duties are currently being performed primarily remotely, with some time at the office. Normal programs will resume in July.

Essential Functions

Student Affairs

- Manages tracking equipment and supply requests, in addition to deliveries to the prison
- Manages prospective student applications from other prisons
- Prints and copies course materials
- Plans and coordinates annual commencement ceremony and other events inside the prison
- Supports registration and enrollment
- Supports student advising and learning support systems
- Supports extracurricular activities and workshops, and collaborates on their execution

Other Program Tasks

- Escorts faculty into San Quentin several afternoons and evenings per week, and provides support on-site for faculty and students
- Communicates regularly with Mount Tamalpais College staff and faculty about student needs and institutional issues, with meticulous attention to detail
- Cultivates and strengthens partnerships with institutional stakeholders
- Drafts and sends letters of support for student board of parole hearings
- Other tasks as assigned

Required Qualifications

- Associate degree or higher
- Demonstrated organizational and time management skills; detail-orientation and capacity to multitask
- Exceptional professionalism, including strong written and verbal communication skills, personal maturity, and clear interpersonal boundaries
- Commitment to fostering a collegial and collaborative work environment
- Commitment to fostering collegial relationships with prison staff
- Strong sense of personal responsibility and exceptionally self-motivated
- Willingness to pitch in where needed
- Effective computer skills (MS Office Suite with strong emphasis on Excel, Google Docs, Sheets, Groups, and Calendar, Salesforce CRM, etc.)
- Outstanding communication skills (written, verbal, presentation, etc.)
- Solution-oriented approach, with willingness to consistently and independently take initiative, while juggling multiple responsibilities
- Availability to work evenings and weekends regularly

Compensation and Benefits

Mount Tamalpais College offers competitive compensation, flexible work policies, and a collaborative work environment. Our benefits package includes medical, dental, and vision insurance, and the full cost of each plan is covered by Mount Tamalpais College. We also offer vacation and holiday pay, as well as opportunities for professional development.

How to apply

Please submit your cover letter and resume to hring@mttamcollege.org with “Student Affairs Assistant” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Statement of non-discrimination

Mount Tamalpais College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

