

## **Pride Center Program Assistant Job Description Information**

### **Department: Pride Center**

The Palomar College Pride Center is a welcoming space where LGBTQ students and allies are empowered to reach their personal, academic, and career goals. We honor each individual's intersecting identities through educational and culturally responsive services, advocacy, and community connections. Together, we rise in unity and strength.

We envision Palomar College as the beacon of queer excellence for LGBTQ student success, personal growth, and community engagement.

Our work is guided by the following values, which shape our culture and approach to serving the LGBTQ community and our allies:

- **Inclusiveness** – We celebrate the intersections of identity and our chosen families
- **Attentiveness** – We actively listen with care
- **Vibrancy** – We energetically foster queer joy
- **Supportiveness** – We nurture one another with compassion in a caring space that feels like home
- **Resourcefulness** – We provide holistic support and advocacy, equipping individuals with the confidence and tools to achieve their goals
- **Boldness** – We challenge the status quo and take transformative action to shape our future

### **Job Summary:**

Pride Center Program Assistants work primarily in the Palomar College Pride Center at the Palomar College San Marcos campus. The assistant is an important part of the Pride Center, cultivating community and oftentimes serving as a leader in the Center space. The assistant may work 15 hours per week.

Job duties may include:

- Serving as a Pride Center ambassador by supporting a welcoming environment for each person visiting the Pride Center, providing relevant information to patrons.
- Providing support services to the Pride Center Staff & Faculty, such as scheduling appointments, creating and distributing marketing materials, and completing other assigned projects.
- Activities include, but are not limited to:
  - Welcome students, guests, and allies into the Center.
  - Ensure access to accessible spaces for each student, including tidying up the Center.
  - Represent the Pride Center at various assigned events.
  - Designing and hosting student-focused events or community programming, with support from Pride Center Staff & Faculty.
  - Other projects that support LGBTQ+ students, staff, and faculty at Palomar College.

Student workers will be expected to have:

- Strong interpersonal and communication skills.
- A friendly, approachable demeanor
- The ability to work independently and as part of a team
- Punctual, reliable, and professional conduct, including appropriate workplace language and attire

### **Working Hours:**

- Mondays, Tuesdays, Wednesdays, Thursdays: Variable to meet Pride Center coverage needs between 9:00am – 6:00pm
- Fridays: Variable to meet Pride Center coverage needs between 9:00am – 2:00pm
- Fridays: Pride Center Team Meetings, 3:00pm – 4:00pm

### **Requirements:**

- Must qualify for Federal Work Study as part of FAFSA 2026-27 financial aid package
- Basic proficiency in Microsoft Word, Google Docs, and/or Canva
- An interest in working with LGBTQIA+ students, staff, and faculty and their allies.

### **Preferred Qualifications:**

- Bilingual in Spanish or other languages
- Experience working with LGBTQIA+ students, staff, and faculty and their allies.
- Experience (paid or unpaid) with customer service, community service, or student leadership.
- Interest in at least one of the following areas of support:
  - Outreach and Events
  - Marketing and Communications
  - Administrative Support

### **Application Process (Please read closely)**

By **11:59 p.m. on Sunday, June 21, 2026**, please submit the following by email to Lene Reynolds at [lreynolds@palomar.edu](mailto:lreynolds@palomar.edu). For support with creating the application, resume, and cover letter, please contact the Career Center at [careercenter@palomar.edu](mailto:careercenter@palomar.edu) or 760-744-1150 ext. 2194.

1. [Short-term and Student Application](#)
2. Cover letter explaining why you are interested in serving the college as a Pride Center Program Assistant and describing your experience working with people of diverse sexualities, gender identities, and/or other similar identities.
3. OPTIONAL: 1-page Resume that shows relevant experiences

## **Hiring Procedures**

Following the open application period, the Pride Center will review formal applications and extend interview invitations to select candidates. Applications will be reviewed using Palomar College hiring policies and procedures. Interviews will be offered to select applicants based on qualifications, experience and quality of application documents. Selected candidates will be given a conditional offer of employment, which Human Resources may rescind based on whether the applicant's criminal record renders the candidate inappropriate for the position. For more information on this policy, see [Palomar College Administrative Procedure 7127](#).