Title: Southeast Director of Student Programs

Department: Student Life and Leadership Programs

Reports to: Assistant Student Leadership Coordinator

Position Type: Student Activity Fee

Salary: $11.25/hour

Summary: To coordinate and lead the programming board in duties and activities by providing a creative, organized, and collaborative atmosphere. To make sure all event planning procedures are followed properly to insure quality event organization. A history of event planning is a plus. Provide events that meet Portland Community College mission and vision statement for the betterment of our students, staff, and faculty. Oversee the programming board.

Purpose:
- To help create a campus sense of belonging and involvements
- Oversee the Student Programming Board
- Provide events that meet the needs and wants of Southeast Students

JOB DUTIES

Under the oversight of the Director of Student Life and Leadership Programs, other Student Leadership Professional staff and Executive Team:

- Lead the Student Programming Board
  - Chair of the Programming Board and run weekly programming meetings
  - Create and distribute Programming Board Agenda
  - Organize bi-weekly check in with individual programming members
  - Support other programmers and their events
  - Organize Welcome Home BBQ event each term
  - Coordinate and organize the Turkey Basket Program and the Adopt-a-Snowflake Program
  - Facilitate project management of all Southeast Student Leadership events from start to finish

- Coordinate Programming Tasks
  - Keep updated budget for the various programming accounts
  - Update programming calendar
  - Compile all closing summaries submitted by the Programming Board
  - Maintain list of programming supplies
  - Organize and update programming legacy binder
  - Attend at least 3 programming events per term

- Help collaborate and provide necessary material for the Council of Student Services Administrators (CSSA) end-of-the-year binder

SKILLS AND REQUIREMENTS

Required Skills:
- Knowledge of Microsoft Office and Google Applications
- Ability to work independently
- Strong communication skills
- Willingness to learn many details about PCC
- Excellent project management skills
- Excellent time management and prioritizing skills
- Ability to communicate effectively both in writing and verbally
- Ability to work some evenings/Saturdays
- Ability to handle multiple responsibilities at one times
- Successful completion of at least two terms at PCC
- Project management
Preferred Skills:
- Prior customer service experience
- Ability to travel off site for various meetings and events
- Ability to resolve issues and adapt to a variety of situations
- Leadership ability or potential
- Ability to delegate time sensitive tasks
- Public Speaking

Requirements:
- Serve from June 2017 through June 2018
- Attend all mandatory leadership activities pertaining to the Southeast Director of Student Programs
- Successfully complete at least 6 PCC credits per term employed
- Take at least 1 class at Southeast Campus per term
- Maintain a cumulative GPA of 2.5 or above
- Work up to 20 hours per week in the Fall, Winter and Spring terms (Hours to be arranged/Some evening or weekend hours)