CLUBS ASSISTANT
ASPCC Sylvania Student Leadership - Job Description

Position Purpose: To represent and serve students of Portland Community College (PCC) Sylvania and assist the Assistant Student Leadership Coordinator with club recruitment, establishment, outreach and administration.

Eligibility Requirements: Cumulative GPA of 2.5, planning to enroll for Fall term 2015 at the PCC Sylvania Campus with at least 6 credits, be committed to work the 2015-2016 academic year and be in good standing with the PCC Sylvania Dean of Student Development office.

Upon Hire: Meet standards of academic progress as outlined by PCC, maintain good standing with the PCC Sylvania Dean of Development office. Must attend all mandatory trainings listed on application and employment contract. **Must attend mandatory General Council Meeting on Mondays from 3:00pm-5:00pm (except the first week and finals week of the term) starting Fall Term.**

| Compensation: $9.75 per hour | Hours per Week: 15 | Number of Positions: 1 |

**Objective** | **Activities**
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1. Assist Asst. Student Leadership Coordinator with Clubs program. | • Distribute club packets and information on how to form a club, gain funding, recruit members and process paperwork.  
• Assist with coordinating Club Fair during Fall and Winter term.  
• Assist with district club events and initiatives.  
• Educate clubs to policies that affect them, such as scheduling facilities, promotional policies, funding request processes and other information as needed.  
• Create and maintain digital and print calendars every term that include the dates, times and locations or club meetings/events.  
• Plan one social/service activity for club members each term.  
• Assist with development and facilitating New Club Orientations. |
2. Serve as a liaison for Student Clubs at General Council Meeting | • Provide support for club members that are presenting club funding requests over $100 to the General Council.  
• Relay information from General Council meeting that is relevant to student clubs and organizations. |
3. Participate on ASPCC Sylvania Student Leadership team. | • Assist visitors in ASPCC office including assisting with the canteen, answering the phone, sending and receiving faxes, etc.  
• Help coordinate events with the Student Organizers.  
• Serve on a PCC campus or college committee, and report back to ASPCC-SY General Council.  
• Work on special projects requiring all staff (like the student Book Exchange and distributing the Potty Press).  
• Establish and maintain consistent and regular office hours.  
• Attend General Council meetings and mandatory leadership trainings. |

Portland Community College does not tolerate unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, marital status, height/weight ratio, disability, veteran status, age, or sexual orientation in any area, activity, or operation of the District. In addition, the college complies with the Civil Rights Act of 1964 (as amended),

2015-2016 Clubs Assistant

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related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), USERRA – Uniformed Services Employment and Reemployment Rights Act, and all county, state and federal civil rights laws. Accordingly, equal opportunity for employment, admission, and participation in the college’s benefit and services shall be extended to all persons, and the college shall promote equal opportunity and treatment through a positive and continuing affirmative action plan.