EXECUTIVE ASSISTANT
ASPCC Sylvania Student Leadership - Job Description

Position Purpose: To represent and serve students of Portland Community College Sylvania, as well as write, edit and publish weekly ASPCC General Council Meeting agendas, minutes and supporting documents. Assist with the preparation of OCCA annual certification document.

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

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<th>Objective</th>
<th>Activities</th>
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| 1. Help with projects assigned by Executive Council | • Help Executive Board with typing, photocopying, or other tasks necessary to ensure efficiency with operations.  
• Help the Executive Council and General Council complete paperwork and projects for ASPCC.  
• Take minutes at the General Council Meetings student body responsibilities and post in ASPCC office.  
• Help Student Leadership Coordinator Assistant to improve office efficiency as schedule permits. |
| 2. Maintain meeting records and reports for ASPCC Sylvania. | • Work with the ASPCC-SY Executive Council and Student Leadership Coordinator to complete the CSSA certification document for ASPCC-SY.  
• Work with Multi-Media Specialist to ensure that agendas and meeting minutes from ASPCC-SY General Council are posted in a timely manner. |
| 3. Participate on the 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), 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

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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.