EXECUTIVE DIRECTOR  
ASPCC Sylvania Student Leadership - Job Description

**Position Purpose:** To represent and serve students of Portland Community College Sylvania as student body president and chief executive officer of ASPCC Sylvania, in accordance with the ASPCC Sylvania Constitution and Bylaws; to serve as “the voice of Sylvania students” to the 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:** 20  
**Number of Positions:** 1

### Principle Accountabilities and Essential Functions

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<th>Objective</th>
<th>Activities</th>
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| 1. Represent the student body for Sylvania. | • Serve on campus, college district and statewide committees that impact Sylvania students. Such as: District Student Council (DSC), Educational Advisory Council, Bond Committee, etc.  
• Submit campus reports as well as read meeting agendas, along with supporting documents, prior to attending meetings.  
• Compose and share reports on the activities of these committees to the Sylvania ASPCC General Council.  
• Identify student needs; organize advocacy campaigns or create/improve resources for students accordingly.  
• Work to improve equality and inclusion of disadvantaged students. |
| 2. Serve as a member of the ASPCC-SY Executive Council. | • Attend weekly 1 hour meeting with other Executive Council members, including the Student Leadership Coordinator, scheduled on a term by term basis.  
• Discuss agenda items for upcoming General Council Meeting.  
• Work with Executive Council and other ASPCC-SY staff to establish objectives and develop strategies to meet them.  
• Assist with planning, developing and facilitating ASPCC Sylvania staff meetings and leadership training programs. |
| 3. Chair the ASPCC-SY General Council Meeting. | • Prepare agenda and supplementary materials for each ASPCC-SY General Council meeting and distribute to membership prior to each meeting.  
• Facilitate each ASPCC-SY General Council meeting.  
• Ensure meeting minutes and other materials are distributed to all members promptly after meeting is completed. |
| 4. Serve as a member of the PCC District Student Council. | • Attend all DSC meetings, which are scheduled from 9am - 12pm on the first Friday of each month, October, 2015 through June, 2016 (dates/times may be subject to change). |
4. Serve as a member of the PCC District Student Council.
   - Actively participate in District Student Council meetings and work on issues including: creating budgets, running district wide campaigns/projects, and district initiatives.
   - Work with counterparts from other PCC campuses to coordinate the districtwide DSC initiatives.
   - Work with other members of Executive council to compose and share monthly reports on all ASPCC activities for Sylvania campus reports submitted to the District Student Council.

5. Coordinate and lead all ASPCC Student Leaders.
   - Provide announcements and reminders to all ASPCC_SY student leaders as necessary.
   - Work with the Student Leadership Coordinator and ASPCC SY Executive Council to develop, plan, and implement all ASPCC trainings.
   - Conduct assessments/evaluations of ASPCC Sylvania campaigns, services, and trainings.

6. Manage the ASPCC Sylvania hiring process.
   - Work with the Student Leadership Coordinator, Assistant Student Leadership Coordinator, ASPCC-SY Office Assistant to develop and maintain a streamlined hiring process, including selecting committee members, revising interview questions and application materials.
   - Serve as Hiring Committee Chair (or designate proxy) and conduct interviews for open positions.
   - Ensure all applicants for employment are contacted promptly in regards of their status once interviews are completed.

7. 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, genders, 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 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.