Educational Events Programmer  
ASPCC Sylvania Student Leadership  
Job Description

**Position purpose:** To represent and serve students of Portland Community College Sylvania and coordinate new and ongoing educational activities for ASPCC-Sylvania and the larger Portland Community College community.

**Principle Accountabilities and Essential Functions Job Description**

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<th>Objectives</th>
<th>Activities</th>
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| 1. Provide a diverse program of educational and cultural events for PCC students. | • Assist with educational and cultural programs for the Sylvania campus that include the diversity of PCC student interests  
• Encourage Students Helping Instructors Nurture Education (SHINE) projects by working with instructors.  
• Work with campus leadership groups to co-sponsor educational events.  
• Work with Phi Theta Kappa on honors topic and educational programs.  
• Work with campus leadership groups (i.e. Multicultural Center, Peer Advising, ROOTS, and Women's Resource Center) to coordinate events for Black History, Latino History, Women's History months, Martin Luther King’s birthday, international week, gay pride week, etc. |
| 2. Manage administrative duties associated with events. | • Schedule facilities for events.  
• Arrange for special requests, such as equipment, outlet requirements, table arrangement, etc.  
• Complete contracts and purchase orders in a timely fashion.  
• Work with the Director of Programs and other campus leadership groups to coordinate ASPCC advertising with the Director of Communications. |
| 3. Ensure that programs proceed smoothly. | • Participate in program set-up and follow-through as the ASPCC primary contact.  
• Greet and introduce speakers.  
• Troubleshoot any problems that arise before, during and after event, with special sensitivity to noise level issues and maintaining an appropriate noise level for the venue.  
• Send thank you notes to those involved in a timely manner.  
• Arrange return of equipment used immediately following event. |
| 4. Participate on ASPCC team. | • Report to the Director of Programs.  
• Work on other ASPCC projects as outlined by the Director of Programs.  
• Work on committees and special projects requiring all staff (like the student book exchange).  
• Establish and maintain consistent and regular office hours  
• Attend staff meetings and leadership training programs.  
• Develop a personal project in collaboration with the team director. |
Requirements: Have a 2.5 GPA, completing at least 6 credits per term. Must be enrolled in or admitted at the Portland Community College Sylvania Campus for at least 6 credits per term. Educational Event Programmer must be committed to work the 2012 -2013 academic year. Position is funded for 10 hours per week, fall, winter and spring terms.

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 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.