International Student Ambassador  
ASPCC Sylvania Student Leadership - Job Description

**Position Purpose:** To serve, represent and advocate for the international students of Portland Community College Sylvania and coordinate new and ongoing social, educational, cultural, recreational and civic engagement activities, events and services on campus.

**Eligibility Requirements:** Must be a F1 International Student. 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 schedule at least 5 work hours per week between the hours of 10am-2pm, Monday-Thursday. 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. Encourage student civic participation at PCC Sylvania and advocate upon students behalf at the college, city, state and federal level. | • Discover issues and needs that impact the student body at PCC Sylvania (Especially International Students) through college surveys, forums conversations, etc.  
• Advocate on behalf of International student issues to college administration as well as local, state, and federal legislators.  
• Assist with organizing and implementing voter registration and/or voter education campaigns each term.  
• Educate and encourage international student activism around social justice, political issues, and environmental issues. |

| 2. Provide a diverse range of social, educational, cultural, and recreational events for PCC students. | • Plan and implement social, educational, cultural, and recreational events for the Sylvania campus that includes the diversity of PCC student interests.  
• Coordinate all aspects of the event planning process in a timely manner (Scheduling space, reserving equipment, booking speakers/performers, etc.)  
• Work with campus leadership groups to co-sponsor events. |

• Cross promote OIE and ASPCC Sylvania events to International Student population.  
• Collaborate with OIE to plan and execute events with ASPCC |
| Education | Student Leadership Team.  
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<td>• Work with Internationally focused clubs to help plan and promote their events.</td>
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4. 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 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.