# DIRECTOR OF LEGISLATION
ASPCC Sylvania Student Leadership - Job Description

**Position Purpose:** To represent and serve students of Portland Community College Sylvania. To coordinate representation of the student body in accordance with the ASPCC bylaws and to develop the leadership skills of the Student Organizers.

**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

<table>
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<th>Objective</th>
<th>Activities</th>
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| 1. Represent the student body for Sylvania | - Advocate on behalf of PCC students at the campus, college, state and national level.  
- Serve on campus, college district and statewide committees that impact Sylvania students. Such as: District Student Council (DSC), Oregon Community College Student Association, etc.  
- Attend and actively participate in Oregon Community College Student Association (OCCSA) events, like Student Lobby Day, legislative subcommittee testimony and on campus campaigns.  
- Compose reports OCCSA activities and share at ASPCC-SY at General Council meetings.  
- 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.  
- Facilitate General Council Meeting in absence of Executive Director. |
| 3. Coordinate and Implement Civic Engagement programs | - Coordinate an ongoing voter registration drive and voter educational programs with Student Organizers  
- Develop Student Organizers into effective leaders by providing Student Civic Advocacy Training (Class raps, clipboarding, lobbying, etc...) |
| 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).  
• Actively participate in District Student Council meetings and work on issues including: creating budgets, running district wide campaigns/projects, and district initiatives.  
• Work with Directors of Legislation from other PCC campuses to coordinate the districtwide DSC initiatives, such as the Legislative Internship program  
• Compose and share monthly reports on civic engagement activities for Sylvania campus reports submitted to the District Student Council. |
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| 5. 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.