

Cultural Resource Centers

Student Programming & Events Lead (FWS Required)

Position Announcement:

[Insert center name] has various programming positions to support its programming efforts. Team members work in collaboration with center staff and stakeholders to plan, promote and deliver programs, services and events that fulfill the mission of the CRCs and support student-centered communities at Portland State University. Each position works with a specific center, providing leadership to different program planning efforts.

Cultural Resource Centers Mission Statement:

The mission of the Cultural Resource Centers is to create a student-centered inclusive environment that enriches the university experience. We honor diversity, explore social justice issues, celebrate cultural traditions, and foster student identities, success and leadership.

Job Responsibilities/Role:

General tasks: Lead programs and events, return telephone calls, respond to emails, update social media sites, assist with programs and events, troubleshoot and problem solve when challenges arise, perform outreach efforts about the CRCs and our programs and other duties:

- Required to check in weekly with updates on tasks assigned
- Required to complete 5 hours of paid Professional Development per term by the end of the school year
- Required to attend quarterly CRC trainings and summer orientation

Qualifications:

A successful candidate will be a **reliable, detail oriented, independent worker** who has the ability to **multitask, communicate** effectively, and provide **excellent customer service**.

- Knowledge of Microsoft Office and the Google Suite
- Knowledge of PSU's student services and resources
- Demonstrated or be in the process of gaining knowledge of and sensitivity to traditionally underrepresented students (including, but not limited to, Asian/Pacific Islander, Asian-American, African, African-American, Chicana, Hispanic, Native American, Alaskan Native, Middle Eastern, North African, South Asian, Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning students)
- Minimum undergraduate 2.5 cumulative GPA and completion of 6 undergraduate credits each quarter while employed
- Minimum graduate 3.0 cumulative GPA and completion of 5 graduate credits each quarter while employed
- Must be in good academic standing for the term prior to selection and during the entire period of employment.

Preferred Qualifications:

- Familiarity with the cultures and traditions of the specific program (ie: Latinx communities when working with La Casa Latina Student Center)
- Knowledge and understanding of diverse communities at PSU and in the Portland Metro area
- Familiarity with the center and the students and PSU community that utilize it

Term of Employment: July 1, 2022 - June 30, 2023 with the opportunity for renewal

Pay Rate: \$15.75/hour, Federal Work Study (up to 10 hours per work week)

Application Due: Applications are accepted on a rolling basis

Work location: **[Insert center location]**

Department: Diversity and Multicultural Student Services (DMSS)

Supervision: **[Insert Program Coordinator Name]**

Contact Information: **[Insert Program coordinator Contact]**

Application Materials:

- All applicants must submit a **resume**, **federal work-study award letter**, and **cover letter** using the online application: [submit an application](#).
- Cover letter should address your interest in the position and how the position will help you develop as a student leader.