FLASH PROGRAM LEAD
7-10 hours/week • $13.79/hour
1 position available – starts Fall Term 2020

The FLASH Program Lead will collaboratively coordinate the FLASH program with the CREC Training and Assessment Coordinator Professional Staff. The FLASH Lead will contribute to the program through creating a welcoming and supportive environment for freshman employees and supporting program coordination.

DUTIES AND RESPONSIBILITIES
- Contribute as team member at all FLASH Program planning meetings and sessions
- Coordinate FLASH schedule and communications using Google Calendar and Google Mail
- Promote FLASH and recruit applicants through tabling and responding to inquiries
- Participate in FLASH applicant review and interviews
- Coordinate FLASH community service sessions
- Co-facilitate FLASH team building activities and support guest speakers at sessions
- Mentor FLASH students through regular communication both 1:1 and and group chats
- Create and maintain FLASH program documents on Google Site and Google Docs
- Meet with supervisor regularly
- Participate in CREC Leadership Series workshops throughout the year
- Other duties as needed

EXPECTATIONS
- Organize time and materials efficiently
- Maintain electronic docs, sites, calendar accurately
- Follow through on commitments and complete tasks independently
- Effectively communicate with colleagues and participants
- Maintain confidentiality and professionalism
- Mentor and support FLASH participants
- Balance academic and other life responsibilities with position

TYPICAL WORKING HOURS
Hours will vary each week. Shifts will be scheduled Monday-Thursday between 9am-4pm, and attendance at FLASH sessions will be required. FLASH sessions will be scheduled in September and will take place Friday mornings, every 2 weeks, starting late fall through spring term.

WORKING CONDITIONS
- The FLASH program will be conducted primarily online through the Pandemic conditions
  - Occasionally in-person activities will occur in ASRC facility. All safety protocols at the Rec Center will be followed at all times.
- Zoom online platform for sessions and meetings
- Google Suite is the primary location for collaborative work
- Appropriate attire or Campus Rec/FLASH shirt is required for sessions and meetings
MINIMUM QUALIFICATIONS

- Campus Rec Employee Requirements
  - Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
  - Minimum 2.0 grade point average (undergrad) and 3.0 (graduate) and maintain good academic standing throughout employment
  - Commitment to Campus Rec’s mission, vision, values, and dignity statements
  - Ability to respond to emergency situations
  - American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions.
  - **Must successfully complete a background check**

- FLASH Lead Requirements
  - Positive flexible attitude and eagerness to learn
  - Strong verbal/interpersonal communication skills
  - Excellent people skills and ability to welcome new employees
  - Strong organizational skills (time management, monitoring and tracking, follow-through)
  - Strong technology skills (Google Suite and Zoom)

PREFERRED QUALIFICATIONS

- Experience planning and coordinating events or activities
- Experience teaching or presenting
- Experience as a FLASH student in the program

TO APPLY

1. Complete our Campus Rec Application, a resume, and a one-page cover letter describing your interest in the position and any related experience.
   - See [http://www.pdx.edu/careers/writing-cover-letters](http://www.pdx.edu/careers/writing-cover-letters) for tips on how to write your cover letter
   - See [https://www.pdx.edu/careers/writing-a-resume](https://www.pdx.edu/careers/writing-a-resume) for tips on how to create a resume.

2. Email **application, resume, and cover letter** (and any supplemental materials) as PDFs to [crecjobs@pdx.edu](mailto:crecjobs@pdx.edu) with the subject line stating "FLASH PROGRAM LEAD, last name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant at 503-725-2946 or [ckwong@pdx.edu](mailto:ckwong@pdx.edu)

*Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.*
DEADLINE FOR SUBMISSION:  September 3, 2020 10:00am