STAFF DEVELOPMENT ASSISTANT
8-10 hours/week • $14.06/hour
1 position available – Starts Fall Term 2020

The Staff Development Assistant will collaborate and support Campus Rec initiatives designed to promote community and professional development for staff/employees. This includes coordination and support of employee training events such as All-Staff and Onboarding training, staff recognition events, professional development opportunities, and staff communications and newsletters.

DUTIES AND RESPONSIBILITIES
- Support staff training events (facilities, calendar, announcements, schedule, materials creation, set-up and take-down)
- Maintain annual staff Training Calendar and employee Google Site Professional Development section
- Co-facilitate and lead training sessions for staff
- Support staff newsletter compilation and distribution
- Support staff recognition efforts such as Awards and EOYR
- Be a contributing member of the Onboarding Training Pod including facilitating Onboarding Training sessions for new staff
- Meet with supervisor regularly
- Participate in CREC Leadership Series workshops throughout the year
- Other duties as needed

EXPECTATIONS
- Take initiative, be innovative, do exceptional work
- Complete tasks on time, independently without supervision
- Authentically support Campus Rec Mission and Values
- Effectively present/explain concepts verbally
- Be organized and efficient with time and materials
- Maintain confidentiality of presenters and participants
- Balance academic and other life responsibilities with position

TYPICAL WORKING HOURS
Hours will vary averaging 8-10 hours in a week, based on programming needs. Typical working hours are Monday-Thursday between 9am-4pm, schedule can vary according to individual needs. Most work will be conducted remotely.

WORKING CONDITIONS
- Work will be primarily remote during the Pandemic
  - Occasional work in the ASRC will be required while following all safety protocols
  - When working on site, some minor lifting and moving required
Zoom and Google Hangout environment
While presenting, Campus Rec shirt is required

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
  - Positive attitude
  - Ability to respond to emergency situations
  - Good communication skills
  - Ability to work with people
  - 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**
- Training Assistant Requirements
  - Ability to work well with all people, including those with different cultural backgrounds and norms
  - Experience presenting to an audience
  - Positive can-do attitude!
  - Exceptional work quality and follow-through
  - Strong verbal/interpersonal/presentation communication skills
  - Basic MS Word and PPT skills
  - Basic Google Docs, Drive, Sites and Slides skills

PREFERRED QUALIFICATIONS

- Experience teaching or leading groups
- Experience designing curriculum

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 "STAFF DEVELOPMENT ASSISTANT, 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

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

DEADLINE FOR SUBMISSION: August 31, 2020 10:00am