

Position Description

POSITION PROFILE

Position Title: Student Program Assistant for the Oregon Teacher Pathway Program

EOU Department/College: College of Education

EOU Supervisor Title: Tawnya Lubbes

Typical Job Duration: September 15, 2024-June 20, 2025

Job Level: 3

Type of Schedule/Typical Hours: Flexible Schedule minimum 15 hours per week

Typical Number of Hours Per Week: 15-19 hours per week

POSITION INFORMATION

Student Position Description Summary: The Oregon Teacher Pathway student program assistant will be a junior or senior OTP student who will provide technical support to the OTP director and advisory committee for up to 19 hours per week from September 15-June 20th.

Job Duties/Responsibilities/Essential Functions:

- Assist OTP/CCRP Director and faculty with various administrative tasks
- Organize and align all OTP/CCRP Materials
- Assist Director and Mentor coordinator in tracking and data systems for EOU OTP mentors
- Assist with Marketing and Social Media for program and events
- Provide assistance in data collection and analysis with external evaluator
- Attend Spring Symposium and CEAD

Eastern Oregon University is an EEO Employer and welcomes application from women, members of historically underrepresented minority groups, US Veterans, and persona with disabilities. EOU is committed to providing equal opportunity in its recruitment, admissions, educational programs, activities and employment without illegal discrimination on the basis of age, color, disability, national origin, race, marital status, religion, sex, sexual orientation, gender identity, gender expression or any status as protected by state or federal law.

- Help in preparation, registration, and attend OTP/CCRP PD Events
- Other duties assigned by the OTP/CCRP Director and Advisory Committee

HIRING CRITERIA

Minimum Qualifications: This position is open to current OTP juniors and seniors in good standing on the La Grande Campus. Good communication skills.

Preferred Qualifications: Experience with Microsoft office suite, Google Drive and tools, Canva and Canvas.

Desired Knowledge, Skills & Abilities: Experience with Microsoft office suite, Google Drive and tools, Canva and Canvas.

STUDENT LEARNING OUTCOMES

As a result of completing this internship, the student will:

Academic Learning Outcomes: Candidates will have the opportunity to:

- interact with a variety of faculty and staff at EOU
- make connections with local school districts and community partners
- interact with scholars
- acquire job skills related to teaching
- acquire job skills related to event planning
- engage in data collection and research

Industry Learning Outcomes: Candidates will have the opportunity to:

- interact with a variety of faculty and staff at EOU
- make connections with local school districts and community partners
- interact with scholars
- acquire job skills related to teaching
- acquire job skills related to event planning
- engage in data collection and research

Career-Readiness Learning Outcomes: Candidates will have the opportunity to:

- interact with a variety of faculty and staff at EOU
- make connections with local school districts and community partners
- interact with scholars

- acquire job skills related to teaching
- acquire job skills related to event planning
- engage in data collection and research

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- CCRP/OTP professional development activities
- College of Education professional development activities, advisory council, career fair
- Spring Symposium and CEAD Conferences
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or Work Source Oregon

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework