

Position Description

POSITION PROFILE

Position Title: Oregon Teacher Pathway Student Program Assistant

EOU Department/College: College of Education

EOU Supervisor Title: Tawnya Lubbes, Associate Professor of Education

Typical Job Duration: Academic year, from September 15 to June 30

Job Level: \$14.20, Level 3

Type of Schedule/Typical Hours: Flexible hours tailored to the academic calendar and program needs, including potential evenings or weekends for special events.

Typical Number of Hours Per Week: Up to 19 hours

POSITION INFORMATION

Student Position Description Summary:

The Oregon Teacher Pathway Student Program Assistant supports the OTP director and advisory committee in administrative tasks, program marketing, event coordination, and data management. This role includes a \$1000.00 per term scholarship and is suited for junior or senior OTP students who are deeply involved in enhancing the teacher preparation pathway.

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 to external evaluator collection of data
- Attend Spring Symposium and CEAD
- 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 on the La Grande Campus.
- It will require on-campus duties and regular office hours.

Preferred Qualifications:

- Experience in administrative roles or in educational program support.
- Familiarity with social media marketing and event planning.
- Demonstrated ability to manage projects and data effectively.

Desired Knowledge, Skills & Abilities:

- **Organizational Skills:** Exceptional ability to coordinate multiple tasks and projects.
- **Communication Skills:** Strong verbal and written communication capabilities.
- **Technical Skills:** Proficiency in database management and social media platforms.
- **Analytical Skills:** Ability to assist with data collection and analysis for program evaluation.

STUDENT LEARNING OUTCOMES

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

Academic Learning Outcomes:

- Develop skills in program administration and educational event coordination.

Industry Learning Outcomes:

- Gain practical experience in educational program support and development.

Career-Readiness Learning Outcomes:

- Enhance professional skills such as project management, teamwork, and communication.

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.

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Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- 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 WorkSource 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