

Position Description

POSITION PROFILE

Position Title: Summer Institute Student Navigator

EOU Department/College: Administrative Program Assistant of Early College Initiatives Office

EOU Supervisor Title: Kathleen Brown, Associate Director of Early College Initiatives

Typical Job Duration: Seasonal, June 17, 2024 - June 29, 2024

Job Level: Level 3 student worker, \$14.20 per hour

Type of Schedule/Typical Hours: Fixed schedule; set days/hours during the program duration

Typical Number of Hours Per Week: Up to 40 hours per week during the program, some hours the previous week for preparation

POSITION INFORMATION

Student Position Description Summary:

The Summer Institute Student Navigator will work closely with the EOU Administrative Program Assistant of Early College Initiatives Office to facilitate and manage activities for high school students participating in the Summer Institute. This includes ensuring safety, fostering a dynamic educational environment, and collaborating with EOU departments and staff. The role is integral in implementing EOU's targeted goals for enrollment and enhancing the high school student experience.

Job Duties/Responsibilities/Essential Functions:

- Coordinate with ECI staff to create engaging activities for students.
- Ensure the safety and wellbeing of all participants, especially during evening activities.

- Maintain professional demeanor consistent with University's core values.
- Assist in the preparation and execution of the program to ensure a seamless experience for all stakeholders.

HIRING CRITERIA

Minimum Qualifications:

- Must be an undergraduate or graduate student (Sophomore, Junior, Senior, or Master's level) enrolled for at least 6 credits in Summer or Fall
- Good academic standing with a GPA of 2.0 or higher.

Preferred Qualifications:

- Prior experience in student leadership roles or similar positions.
- Strong communication and interpersonal skills.

Desired Knowledge, Skills & Abilities:

- Ability to work effectively in a fast-paced environment.
- Capable of working interdependently with a diverse team.

STUDENT LEARNING OUTCOMES

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

Academic Learning Outcomes:

- **Educational Program Management:** Understand the elements of educational program planning and management, gaining insights into organizing and facilitating educational activities that align with institutional goals.
- **Student Development Theory:** Apply theories of student development and engagement to real-world contexts, helping to create a supportive and enriching environment for high school participants.

Industry Learning Outcomes:

- **Event Coordination:** Develop skills in coordinating and managing events, focusing on logistics, scheduling, and execution of plans within an educational setting.
- **Stakeholder Engagement:** Learn effective strategies for engaging with various stakeholders including students, faculty, and administrative staff to ensure the success of an educational program.

Career-Readiness Learning Outcomes:

- **Leadership:** Enhance leadership skills by overseeing and guiding participants through the program, resolving conflicts, and making real-time decisions to manage various situations.

- **Communication and Interpersonal Skills:** Strengthen communication and interpersonal skills through daily interactions, providing guidance, and supporting participants' needs.
- **Team Collaboration:** Improve teamwork capabilities by collaborating with different departments and staff members to provide a cohesive experience for all involved.
- **Problem Solving:** Cultivate problem-solving skills by addressing and managing unexpected challenges during the program, ensuring a safe and effective learning environment.

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:

- *[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