



## **Campus Compact of Oregon Connect2Complete AmeriCorps Member Position Description**

**Position Title:** Multicultural Retention Services Support Specialist  
**Hours of Service:** 9am-5pm M-F (*At least 1,700 hours over the 10.5 month term of service*)  
**Position Duration:** October 2, 2023-August 31, 2024  
**Placement Site:** Portland State University  
**Department:** Global Diversity & Inclusion, Multicultural Retention Services

**Summary of Position:** Portland State University's Global Diversity and Inclusion is the central division at PSU that leads and facilitates the continuous quest for Inclusive Excellence. We structure our ongoing diversity, equity, and inclusion journey through four pillars: student support and programs, equity and compliance, diversity advocacy, and diversity education and learning. The C2C AmeriCorps Member will report to the Director of Multicultural Retention Services (MRS) and provide assistance to the MRS staff on a variety of program activities. The C2C AmeriCorps Member will assist in providing services via direct student contact through outreach, referrals to appropriate services, coordination of events/workshops and other support activities related to the retention and academic success of students.

### **Responsibilities and Related Tasks:**

- Assist with administrative aspects of various programs in the Multicultural Retention Services Office.
- Provide referrals to holistic and academic advising, counseling, and other support activities related to the retention and academic success of students.
- Assist with the Diversity Scholarship Programs: follow up with students as needed to connect with appropriate services and ensure students are meeting program requirements; serve as a resource for the Diversity Scholarship Students to actively seek out service learning opportunities as required by the Scholarship.
- Develop events and programs that foster a sense of belonging, retention, success, and persistence of historically underrepresented students at PSU.
- Assist with outreach activities on-campus to visiting middle school, high school and transfer students;
- Assist and engage with assessment activities of overall departmental programs as appropriate.
- Assists with marketing efforts to connect and engage prospective and continuing students with appropriate departmental services and programs. Assist with development of brochures, fliers, powerpoint presentations and other publications.
- Participate in GDI division meetings and other professional activities as appropriate.
- Other duties as assigned.

### **Campus Compact of Oregon AmeriCorps Member Responsibilities:**

- Attend all Campus Compact of Oregon required trainings and events, including orientation, monthly webinars, in-service trainings, graduation, regional cohort meetings and others
- Complete and submit all Campus Compact of Oregon required progress reports, timesheets, and other paperwork



**Required Qualifications:**

- 18 years and older
- High school diploma/GED or equivalent
- Intercultural skills which allow the candidate to work effectively across race, class, gender and other dimensions of positional identity
- Strong organization, problem-solving and written and oral communication skills
- Basic office computer skills, including word processing
- Program management (marketing, event planning, training, volunteer management) experience
- Strong initiative; self-starter
- Ability to creatively problem solve
- Enthusiasm for helping others succeed
- Willingness to engage in conversations about racial justice, equity, and racism

**Preferred Qualifications:**

- Academic knowledge of critical theory and race relations in the United States
- Experience applying an equity lens

**AmeriCorps Benefits**

- Living stipend of \$30,600 (*pre-taxed, distributed bimonthly over 10.5 months*)
- Education Award of \$6,495.00 upon successful completion of service
- Loan forbearance or interest accrual on qualified student loans
- Basic health care plan (*if not eligible for OHP or alternate insurance*)
- Training and professional development opportunities
- Access to an extensive network of AmeriCorps Alums

*For any questions regarding the C2C AmeriCorps program or position, please contact the C2C Program Director, Rosa García-Moreno, [rosa@oregoncampuscompact.org](mailto:rosa@oregoncampuscompact.org)*