

Campus Compact of Oregon AmeriCorps VISTA Member Position Description

Host Site Name: Pacific University
Department: Academic & Career Advising
Location: Forest Grove, OR
Website: <https://www.pacificu.edu/>
Position Title: Academic Success and Engagement Coordinator

Summary of Position and Project Goal:

The Academic Success and Engagement VISTA will serve Pacific University and the surrounding communities of Washington County, Oregon by focusing on education as a means of upward social mobility for historically marginalized, rural, and first generation students. Building upon Pacific's growing set of supports for these populations (such as the AANAPISI Grant for Inclusive Student Success, the new academic coach at Pacific, and the Global Scholars program to increase study abroad), the VISTA will use a racial equity lens to assess campus and community assets and needs related to social mobility and create an infrastructure (e.g. communications, programs, and systems) to help students understand and access opportunities for engagement on and off campus that are correlated with student success. The VISTA will work externally with organizations in the community to inform and enhance Pacific's approach, and internally with Pacific students, faculty, and staff to facilitate students' access to programs, courses, employment, and experiential learning opportunities. In this second year of the Academic Success and Engagement program, the VISTA will conduct research, create and participate in networking and collaborative planning, and continue the development of the infrastructure needed to further support historically marginalized, rural, and first generation students.

Essential Responsibilities/Activities:

- Conduct campus and community assessment of high impact practices and engagement opportunities correlated with student success and participation in those opportunities by the target student populations at Pacific.
- Develop communication materials and an outreach strategy to improve student awareness of and access to existing programs and supports for academic success.
- Provide analysis and program recommendations based on related to the university goal of becoming a Hispanic Serving Institution (HSI).
- Identify areas of curricular opportunity or faculty development to support academic engagement of target populations.
- Participate in, and create when needed, advisory and networking groups to further develop the collaborative relationships within Pacific and off campus, particularly with the rural and Latinx communities of Washington County.
- Identify and begin to implement opportunities for capacity building focused on social mobility, such as through peer-to-peer program development, civic engagement, coordination, and leveraging Pacific and community resources.
- Develop relationships with students, faculty, staff, and community partners to

build support for the program and explore future collaboration.

- Work with offices such as Admissions, Financial Aid, Academic & Career Advising, the Student Multicultural Center, Office of Equity Diversity, and Inclusion, McCall Center for Civic Engagement, and others to facilitate implementation of recommendations.

Marginal Responsibilities:

- Participate in staff meetings and related office functions or events.
- Provide occasional ad hoc program support related to project goals.
- Represent Pacific and AmeriCorps at community meetings.
- Provide potential partners with information about Pacific and partnership opportunities involving students (such as how to host an intern).

AmeriCorps VISTA Member Responsibilities:

- Attend all Campus Compact of Oregon AmeriCorps VISTA required trainings and events
- Complete and submit all Campus Compact of Oregon AmeriCorps VISTA required progress reports, timesheets, and other paperwork

Required Qualifications:

- 18 years and older
- Must have at least an Associates Degree or equivalent credits
- Demonstrate a commitment to or willingness to explore issues of racial justice and equity
- A U.S. citizen, U.S. national, or lawful permanent resident
- Able to serve full-time for 365 days
- Ability to pass a criminal history background check

Preferred Qualifications:

- Project coordination experience
- Event coordination experience
- Proficient in all Microsoft Office software
- Experience conducting and utilizing research (e.g. interviews, focus groups, surveys)
- Demonstrated commitment to working with diverse students and community partners
- Bilingual English/Spanish

AmeriCorps VISTA Member Benefits:

- A living allowance of \$674.66 bi-weekly (for VISTAs serving in Clackamas, Columbia, Multnomah, Washington, and Yamhill counties)
- An education award of \$6,495 or cash stipend of \$1,800 upon successful completion of service
- Relocation allowance of \$550 and mileage - based reimbursement if moving more than 50 miles to serve
- Health benefits
- Loan forbearance and interest accrual payment on qualified student loans

- Child care (if eligible)
- Training and professional development opportunities
- Access to an extensive network of AmeriCorps Alums
- Federal jobs non-competitive eligibility for one year after service

Site Specific Benefits:

- \$500 professional development funding
- \$100 monthly stipend for a personal living expense such as a campus meal plan
- Tuition waiver for a class in the College of Arts & Sciences
- Access to athletic facilities and university library (free), and campus cultural events
- Free parking and reimbursement for mileage or use of motor pool vehicle for project-related travel