



Associated Students of the Oregon Institute of Technology- Wilsonville (ASOITW)

VICE PRESIDENT

Job Description

Department Name: Student Services - Wilsonville

Direct Supervisor: Dana Onorato, Director of Student Services

Position Description and Responsibilities:

- Maintain general oversight of all ASOITW projects and programs
- Work with ASOIT officers to identify, implement and evaluate projects and programs that will benefit Oregon Tech Wilsonville students
- Create agenda and chair ASOITW officer and general meetings
- Submit a quarterly report to administration of ASOITW activity
- Represent student voice at administrative meetings as needed
- Coordinate ASOITW officer elections
- Establish and maintain relationship with ASOIT Klamath Falls

Required Qualifications

- Strong leadership skills
- Able to effectively facilitate executive and general meetings
- Passionate about working with and for students
- Strong oral and written communication skills
- Able to work effectively on teams and independently
- Reliable, punctual, and responsible
- Strong organization skills with attention to detail
- Willing to represent the ASOIT Student voice with other students, faculty, administrators and the larger campus community
- Student must be in good financial and academic standing and have a minimum cumulative GPA of 2.75 to serve in this office. Student must maintain a 2.0 GPA in order to continue

Preferred Qualifications

- Work study funds available
- Flexibility in work schedule

Hourly Wage: \$9.10 per hour

Time Commitment: Approximately 8–10 hours per week, start date May 5, 2014

How to Apply

To apply for this position, please submit your application, candidate statement and resume to Dana Onorato, Director of Student Services at dana.onorato@oit.edu by **Friday, April 18**.

All candidates will be required to attend an informational meeting on **Monday, April 21 at 4 pm in room 124**.