

Position Number:**Job Title:** National Summer Transportation Institute Project Director**Department:** Transportation Research and Education Center (TREC)**FTE:** 0.5-1.0 FTE**Job Type:** Limited Duration/Contract/Temporary, Program Administrator**Institution:** Portland State University, Portland, Oregon**Position Start Date:** Available No Later than May 16. Position ends August 31, 2016**Position Summary**

The Project Director is responsible for overseeing the development, implementation and administration of the National Summer Transportation Institute (NSTI) program. The NSTI High School Program at Portland State University (PSU) will be a 10-day non-residential day program for 15 to 25 girls entering 9th through 12th grade. Program hours will be 9 am to 4 pm, M-F over 10 consecutive work days in July. The program will be held on the PSU campus, with daily guest lectures and field trips led by local transportation professionals. These professionals will provide classroom instruction in the morning. The afternoons will be spent on field tours. The program goal is to provide experiential learning on transportation that supports livable communities, connect high school girls with women in transportation-related fields and attract young women from diverse backgrounds to transportation related course work in their higher education pursuits. The focus of the curriculum will be on transportation initiatives that foster livable communities. The program will also highlight the work and careers of women in transportation.

Primary responsibilities include:

- *Recruit and Select Students.* Work with local organizations such as Oregon MESA, ChickTech Portland, WTS Transportation YOU, Portland Youth Builders, etc. to recruit high school girls to participate in the summer program. The Project Director will work with a designer to develop marketing materials, templates for presentation, and branding for the summer program.
- *Coordinate curriculum with guest speakers.* Responsible for contacting, organizing, and managing guest speakers and local field trips.
- *Administer and Assess Program.* Responsible for managing the budget, working with the finance director on submitting invoices, and any reporting requirements. Conduct before and after surveys of students involved in the program.
- *Any other duties as needed to implement the NSTI program.*

Essential Key Cultural Competencies

- Create an environment that acknowledges, encourages, and celebrates differences.
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive setting with a willingness to change for continual improvement.
- Adhere to all of PSU's policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.

Required Qualifications

- Bachelor of Arts or Science.
- Experience and enthusiasm working with youth.
- Excellent communications and problem solving skills.
- Expertise in MS Word, Excel, and other office programs.

Compensation

\$4,000-4,500 per month

To Apply

The position is scheduled to start as soon as the selected candidate is available. This limited duration position will continue through August 31, 2016. Candidates should send a cover letter and resume to:

Hau Hagedorn
Portland State University
P.O. Box 751
Portland, OR 97207
Phone Number: (503) 725-2833
Fax Number: (503) 725-2880
E-mail: hagedorn@pdx.edu

Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from diverse candidates and candidates who support diversity.