

**RH PERRY & ASSOCIATES**  
SEARCH COUNSEL TO HIGHER EDUCATION



# Portland Community College

Portland, Oregon

EXECUTIVE SEARCH PROFILE

**VICE PRESIDENT OF FINANCE AND  
CHIEF FINANCIAL OFFICER**

# Contents



Interactive

PAGE

**3** The Position

**4** The College

**5** The Mission, President's Vision

**6** Portland, Oregon

**7** Campuses

**8** History of College

**9** Detailed Position Information

**15** Academics

**16** Student Profile (2024-2025)

**18** Leadership

**19** Application Procedures



## The Position

Portland Community College (PCC) seeks a Vice President of Finance and Chief Financial Officer (VP CFO). Through the College's Strategic Plan and Integrated Budget and Planning Council, we've taken intentional steps to build a budget that reflects our fiscal realities fulfilling our commitment to the people we serve. With funding challenges and new opportunities ahead in the 2027-29 biennium such as operationalizing the new Workday enterprise and financial reporting system, Portland Community College has positioned itself to meet the future head-on, ensuring our students and community have the resources needed to thrive.

The next Vice President of Finance and Chief Financial Officer (VP CFO) must have a deep understanding of collegiate finances, be able to collaborate across all units of the College, and be able to communicate current financial strategic actions to both internal and external constituents. The VP CFO must help advance the mission and unify the College in alignment with the one-College structure to advance and achieve strategic goals.

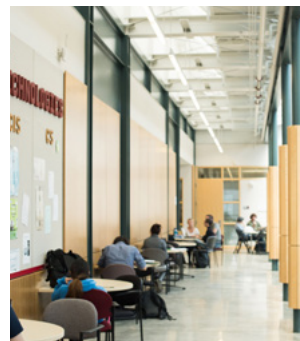


# The College



As the largest post-secondary institution in Oregon, PCC serves more than 50,000 full-time and part-time students annually across a 1,500-square-mile district that spans five counties: Multnomah, Washington, Yamhill, Clackamas, and Columbia. The College advances equitable and sustainable economic prosperity for students and the greater PCC community by providing high quality education with flexible delivery methods, fostering a culture of belonging for all, being innovative and enterprising, and preparing students to thrive in work and life.

Academic and Career pathways have been created that meaningfully integrate student guidance and support throughout the College. Portland Community College is regionally accredited through the Northwest Commission on Colleges and Universities (NWCCU).



## The Mission

Portland Community College supports student success by delivering access to quality education while advancing economic development and promoting sustainability in a collaborative culture of diversity, equity and inclusion.

## President's Vision

Portland Community College, as 'the community's college,' serves in excellence as a conduit of opportunity to advance learning, work-ready skills, and economic and social mobility for all. The College has adopted a robust and impressive Strategic Plan 2025-2028: The Rising Tide of Change.

[CLICK TO LEARN MORE !\[\]\(0aff635c4179ba9e710b00f4b01d3b20\_img.jpg\)](#)  
Strategic Plan: 2025-2028





# Portland, Oregon



With more than one million residents, the Portland metropolitan area is the most populous region in the state of Oregon. The City of Portland, located along the I-5 corridor, is a major port in the Willamette Valley, at the confluence of the Willamette and Columbia rivers in Northwestern Oregon, and is both an air and rail hub. The “Silicon Forest” is located within PCC’s service area, as are companies in the technology, manufacturing and healthcare sectors. In addition to Portland, there are several thriving, increasingly diverse cities and communities that significantly contribute to the vibrancy of PCC’s expansive service district.

An hour west is the ocean and an hour east is the mountains. The greater Portland region is renowned for livability, food and drink, and arts and culture.





# Campuses



Portland Community College is accredited as one institution with four comprehensive campuses, 10 centers, and dozens of independent locations throughout the Portland metropolitan area offering courses and providing student services. These locations offer job training, specialized programs and transfer courses.

## Sylvania Campus

The campus is located in southwest Portland between Tigard and Lake Oswego. As the oldest and largest of the PCC campuses, Sylvania has many unique features and specialized programs. An impressive fitness venue, a state-of-the-art theater facility (the Performing Arts Center), and an innovative [MakerLab](#) for students to create anything their minds can envision are just a few of the many amazing places to visit while on campus. Sylvania is the place for innovation, community collaboration and individual growth.

## Cascade Campus

The campus is situated in the heart of the revitalized North Portland area, offering students a centralized location and ties to the many cultures represented in the surrounding community. The campus opened in 1970 and has become a focal point for programs in the arts, job training, college transfer and self-improvement courses.

## Rock Creek Campus

The campus is a critical resource for Washington County and is located 12 miles west of downtown Portland. Its 260-acre campus includes woodlands, wetlands and grassland, a diverse collection of farm animals, 14 career tech programs and a 3.6-acre Learning Garden.

## Southeast Campus

A rich blend of culture is reflected in the community that the southeast campus serves, including a diverse Vietnamese, Chinese, Korean, Latino, Russian and Ukrainian community. Despite its expansion, the campus maintains a small campus feel with close connections to local neighborhoods and businesses.

## PCC Centers

- CLIMB Center
- Columbia County Center
- Downtown Center
- Hillsboro Center
- Maritime Welding Training Center
- Newberg Center
- Opportunity Center at 42nd Avenue
- Swan Island Trades Center
- Vanport Building
- Willow Creek Opportunity Center



# History of College



Portland Community College began as the adult education program of the Portland Public Schools. In 1961, the school district established the College as a separately operating entity. In 1968, voters of the five-county area approved the formation of a new College district named the Metropolitan Area Education District. It included the school districts in Portland, Multnomah County, Lake Oswego, Columbia County, Newberg and Washington County. The voters have continuously supported the College for operation and building construction. In 1980 and 1986 they voted to increase the PCC tax base, and in 1992 they supported a \$61.4 million bond measure to expand facilities at all campuses, and repair and upgrade existing buildings. In 2000, another bond measure for \$144 million passed. In 2008, area voters approved a \$374 million bond measure, which was the largest ever in the state of Oregon at the time. The bond led to the completion of the Willow Creek Center in 2009. The energy-efficient Newberg Center opened in 2011, providing Yamhill County with a 12,000 square-foot education and community space. During the 2011-2012 school year, PCC celebrated its 50th year of serving local communities. In 2014, the College championed both the transformation of the Southeast Center into its fourth comprehensive campus, as well as the creation of the Swan Island Trades Center. The Swan Island Trades Center houses continuing education, training, retraining and professional development for local businesses.

Also in 2022, PCC welcomed its eighth president, Dr. Adrien L. Bennings. Serving as a champion for student success, Dr. Bennings was charged with mobilizing the district under a one-College model (see Leadership section for more details on Dr. Bennings).

In October 2023, PCC celebrated the grand opening of the Opportunity Center at 42nd Avenue in Northeast Portland. The Opportunity Center is a collaborative endeavor supported by the Oregon Department of Human Services and the Native American Youth and Family Center, offering a comprehensive array of services, educational resources, and workforce development initiatives. PCC worked with Living Cully, a partnership of nonprofit groups committed to supporting the community by building economic, social and environmental opportunities, to conduct outreach to the neighborhood to plan for the resources the community needed.





# Detailed Position Information

Reporting directly to the President, the Vice President of Finance and Chief Financial Officer (VP CFO) plays a pivotal role in driving institutional growth, strategic initiatives, and financial excellence. This position collaborates closely with College leadership to promote transparency, accountability, and inclusive decision-making across the organization.

The VP CFO collaborates with College leadership to support strategic operational initiatives and collegewide processes. This position ensures robust operational controls, administrative procedures, and reporting systems that are implemented across all units to optimize service delivery, promote financial stability, and enhance operational efficiency.

A critical responsibility includes ensuring district funds are managed effectively and reported accurately in compliance with all applicable regulations and standards. The VP CFO must demonstrate cultural competency and sensitivity to the diverse

needs of all College community stakeholders while promoting data-driven decision-making throughout the operational portfolio.

This position is responsible for budget management, budget forecasting, modeling, and scenario planning. The VP CFO oversees and is responsible for accounting, treasury and revenue operations, student financial accounting, HR payroll, finance for planning and capital construction, purchasing, fiscal IT planning systems, grants compliance, audits, and implementation of ERP data systems (e.g., Workday).

This position provides College-wide leadership to maintain a balanced budget, develop and maintain comprehensive communication across the campus about budget issues, and align budgets according to the College's mission, values, and strategic plan.



# Detailed Position Information



## Opportunities and Challenges:

Like all state higher institutions in Oregon, Portland Community College (PCC) is at an important inflection point in its fiscal stewardship. While the College has built a committed and capable leadership community, it is not unusual to find that there are sometimes differing levels of understanding across the College regarding the current budget picture, historical practices, and financial outlook. This creates an opportunity, and a need, for a VP CFO who is analytic, straightforward, authentic, sincere and who can increase transparency and build shared understanding by building trust and integrity. It will be important for the new VP CFO to clearly explain budget realities and tradeoffs to a wide range of audiences, including both long-time PCC budget leaders and newer stakeholders both within the campus and to the broader external community. The VP CFO has the opportunity to build effective relationships and credibility through transparent reporting, inclusive planning processes, and fiscal decisions that reflect institutional values and student-centered priorities.

At the same time, PCC needs a CFO who can lead inclusive, budget-aligned strategy development that engages stakeholders in co-creating and shaping solutions, not just receiving them. A primary challenge will be proposing difficult resource allocation

decisions that maintain fiscal responsibility while ensuring that essential student support services and students' academic pathways remain funded.

PCC has an opportunity to strengthen resource allocation practices so they are driven by data, outcomes, and student and institutional needs rather than historical patterns, with a clear priority on sustaining and investing in effective instruction and clear pathways that support student completion and transfer. Because budgeting is heavily influenced by enrollment, the VP CFO must prioritize student-facing initiatives even during periods of funding challenges. The VP CFO has a clear opportunity to lead with a student success lens by understanding the complex interdependencies between enrollment management, student success metrics, and long-term financial stability.

Importantly, the VP CFO, together with the President, will lead PCC through a critical financial transformation by guiding the full implementation of the College's Fiscal Sustainability Action Plan (FSAP). This plan is designed to stabilize and strengthen the institution's financial health in the face of projected budget pressures, declining fund balances, and enrollment shifts. The VP CFO will help ensure resources are aligned with mission-critical priorities, maintain targeted reserve levels, and elevate financial stewardship across the College.

# Detailed Position Information



## Opportunities and Challenges

*(continued):*

Another key area of development for the VP CFO will be the development and implementation of a centralized business services model that consolidates transactional and administrative functions (i.e. finance, HR, procurement, payroll, etc.) into a coordinated, service-oriented shared services structure, as well as championing the successful deployment and operationalization of the Workday ERP platform (a cloud-based software system that integrates core business functions—primarily human resources, payroll, and finance—into a single, unified platform), and modernizing the College’s financial, HR, and administrative systems.

This role will require balancing near-term budget constraints with long-term institutional strategic planning, and looking beyond reductions alone to identify cost savings, lead multiple new and innovative revenue generation opportunities, and propose thoughtful strategic future investments that will continue to strengthen the College.

Finally, given the challenging state funding climate, it will also be essential for the CFO to actively monitor the statewide landscape through strong relationships with Oregon’s community system and with fellow community colleges and Higher Education Coordinating Commission (HECC) partners, to ensure that PCC remains informed, connected, and positioned to advocate effectively. In this area, it also will be important to collaborate with the President to continue to strengthen, build, and maintain effective communication and strong relationships with governmental and elected officials, the K-12 community, the public, and the media.

## Key Responsibilities

- **Financial Resilience:** Lead the College’s financial preparedness and response efforts to enhance institutional resilience in the face of unforeseen challenges.

- **Strategic Budgeting and Forecasting:** Plan budgets while providing comprehensive financial forecasting models and analytics to support strategic planning.
- **Resource Management:** Optimize resource allocation to support operational excellence while maintaining fiscal responsibility and ensuring alignment with institutional priorities.
- **Strategic Budgeting and Forecasting:** Plan budgets while providing comprehensive financial forecasting models and analytics to support strategic planning. For example, has ability to ensure accurate preparation of the **Annual Comprehensive Financial Report** (ACFR) and budget reports.
- **Resource Management:** Optimize resource allocation to support operational excellence while maintaining fiscal responsibility and ensuring alignment with institutional priorities.
- **Strategic Collaboration and Communication:** Partner with senior leadership to develop, effectively communicate, implement, and evaluate operational strategies that advance the College’s mission and strategic objectives. Communicate effectively with the external community in collaboration with the President to the Oregon community college system, business leaders, elected officials, the media, and the public as needed.
- **Leadership and Development:** Provide leadership, mentorship, and supervision to departmental directors and senior officers while fostering a collaborative environment that promotes knowledge sharing and professional growth.
- **Stakeholder Engagement:** Cultivate and maintain strong relationships with internal and external stakeholders—including faculty, staff, students, alumni, and community partners—to build strategic partnerships that support College goals.

# Detailed Position Information



## Essential Knowledge and Experience

- 1. Financial Operations Oversight:** Has experience with all aspects of budget and finance, in alignment with the institutional strategic plan in the areas including:
  - a) budget management, analytic forecasting, modeling, and scenario planning
  - b) financial reporting
  - c) payroll operations
  - d) general ledger accounting and reconciliations to ensure compliance with GAAP standards and all federal, state, and local regulations
  - e) external audits, audit of federal funds
  - f) overall institutional financial operations and systems,
  - g) financial management in the area of facilities planning and construction
- 2. Policy and Procedure Development:** Has experience with or knowledge of how to lead the identification, development, implementation, monitoring, and revision of financial policies and procedures to strengthen internal controls and operational effectiveness within the finance division.
- 3. Budget Management:** Has experience with or knowledge of developing tuition and fee recommendations and supervising others such as a budget director. Has experience maintaining regular communication throughout an institution regarding budget challenges and opportunities to optimize resource allocation and institutional planning.
- 4. Use of Analytic Tools for Budgeting:** Has experience with or knowledge of how to use and implement analytic budget tools for forecasting and implementing budgets as part of strategic planning, as well as a working knowledge of student enrollment management and its impact on budgets.
- 5. Team Leadership:** Has experience providing strategic leadership and supervision of finance division staff. Evidence of supporting team development through prioritizing initiatives, directing operations, developing talent, and evaluating performance across assigned functional areas.
- 6. Strategic Reporting and Advisory:** Has experience with preparing executive summaries, analytical reports, and communication plans for senior leadership and key stakeholders. Possesses skills to support the President with comprehensive documentation for institutional budget and finance committees while providing strategic problem-solving and maintaining transparent communication regarding compliance issues.

# Detailed Position Information



## Specialized Knowledge and Experience

- Knowledge of or experience working with budget models and budget forecasting in higher education (e.g., zero-based budgeting, performance-based budgeting) and other financial strategies that align with and advance an institution's mission, vision, values, and guiding principles.
  - Ability to address both the financial and administrative dimensions of the College, ensuring sound financial stewardship and efficient administrative processes using the Workday ERP Financial System or other equivalent ERP financial system.
  - Strong understanding of the complexities and interdependencies, including academic enrollment management and student success metrics inherent in a higher education institution and its steadfast commitment to fulfilling its mission.
  - Knowledge of institutional policies and procedures, and awareness of how state and federal laws may affect campus enterprise, facilities, and operations.
- Proficiency in shared governance, team building, effective communication, and collaborative decision-making processes within and across division/department lines.
  - Champions and advances a sense of belonging as a fundamental core value within a campus community.
  - Very strong communication skills in written, oral, and digital formats are essential for engaging effectively with all key collaborators in the community, including students, faculty, staff, and external partners. This includes the ability to convey complex information in a clear, concise, and accessible manner, as well as the ability to actively listen and respond to feedback and diverse perspectives. To ensure accountability and transparency, it will be necessary to provide timely and clear information in multiple formats on websites, online (synchronous and asynchronous), and including social media as appropriate.



# Detailed Position Information



## Minimum Qualifications

- A bachelor's degree in accounting, business, finance, or related field from a regionally accredited institution is required
- A master's degree in the field of accounting, business, finance, or a similar discipline from a regionally accredited institution or a CPA Certification is required
- Eight years of progressively responsible professional experience in fiscal management, accounting services, financial system development and implementation, financial modeling and projections, strategic planning, and budgeting
- Four years of management and leadership experience in higher education, government, or non-profit sectors

## Preferred Qualifications

- Experience in a higher education financial services environment is highly desirable, or relevant high-level budget experience with a K-12 or similar public sector entity
- Experience documenting business policies
- Experience successfully implementing or updating an ERP system for a large entity
- Two years supervising senior-level managers or directors





# Academics



PCC offers credit courses that lead to either two-year degrees or one-year certificate programs, and provides credit and academic non-credit short-term training, high school equivalency programs, pre-college courses, and other academic opportunities for life-long learning. Students have access to face-to-face and online learning options to give students the flexibility necessary to meet their needs.

There are approximately 90 programs offered at Portland Community College through a unique system of Academic and Career Pathways. There are six pathways that comprise the curriculum of the College and help students identify career goals. The six academic pathways are below:



## 1. Arts, Humanities, Communication, and Design

The programs in this pathway can lead to careers in creative professions and offer life-enriching learning that can apply toward a four-year degree.

## 2. Healthcare and Emergency Professions

Students can become professional healers and enter a specialized medical field with the programs in this pathway. They learn in clinical settings with advanced technology. This pathway includes a full range of healthcare programs.

## 3. Business and Entrepreneurship

Organizing information, improving communication, and making business decisions are central to careers in this pathway. Solving problems and achieving goals can lead to building a career in business.

## 4. Construction, Manufacturing Technology, and Transportation

Careers in this pathway are for people who like to work with their hands and enjoy constructing, repairing, and maintaining buildings, systems, and technology.

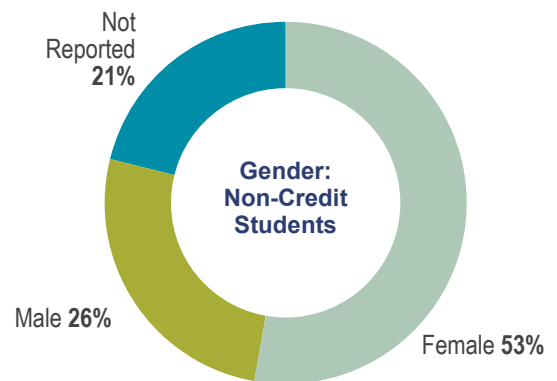
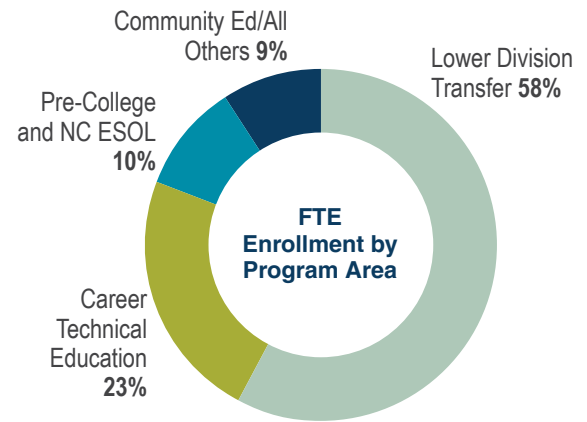
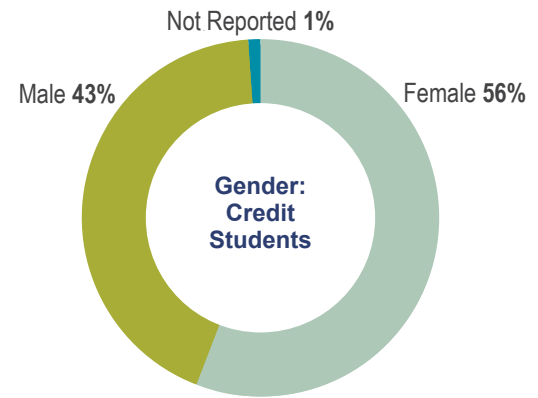
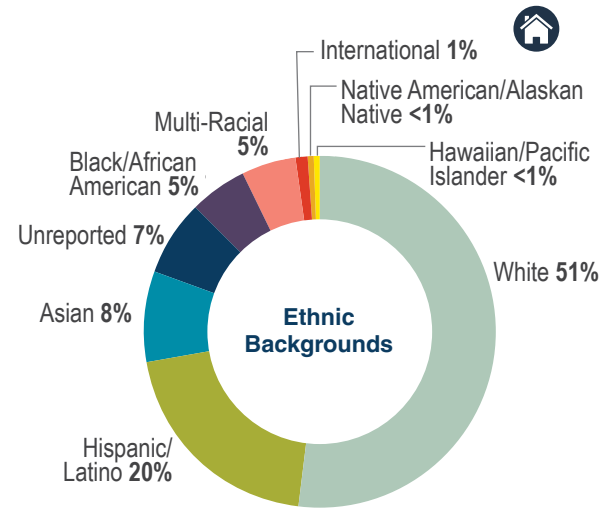
## 5. Science, Technology, Engineering, and Mathematics (STEM)

This pathway can help students launch their professional careers in one of these programs or earn credit with science classes that will transfer to a university.

## 6. Public Service, Education, and Social Sciences

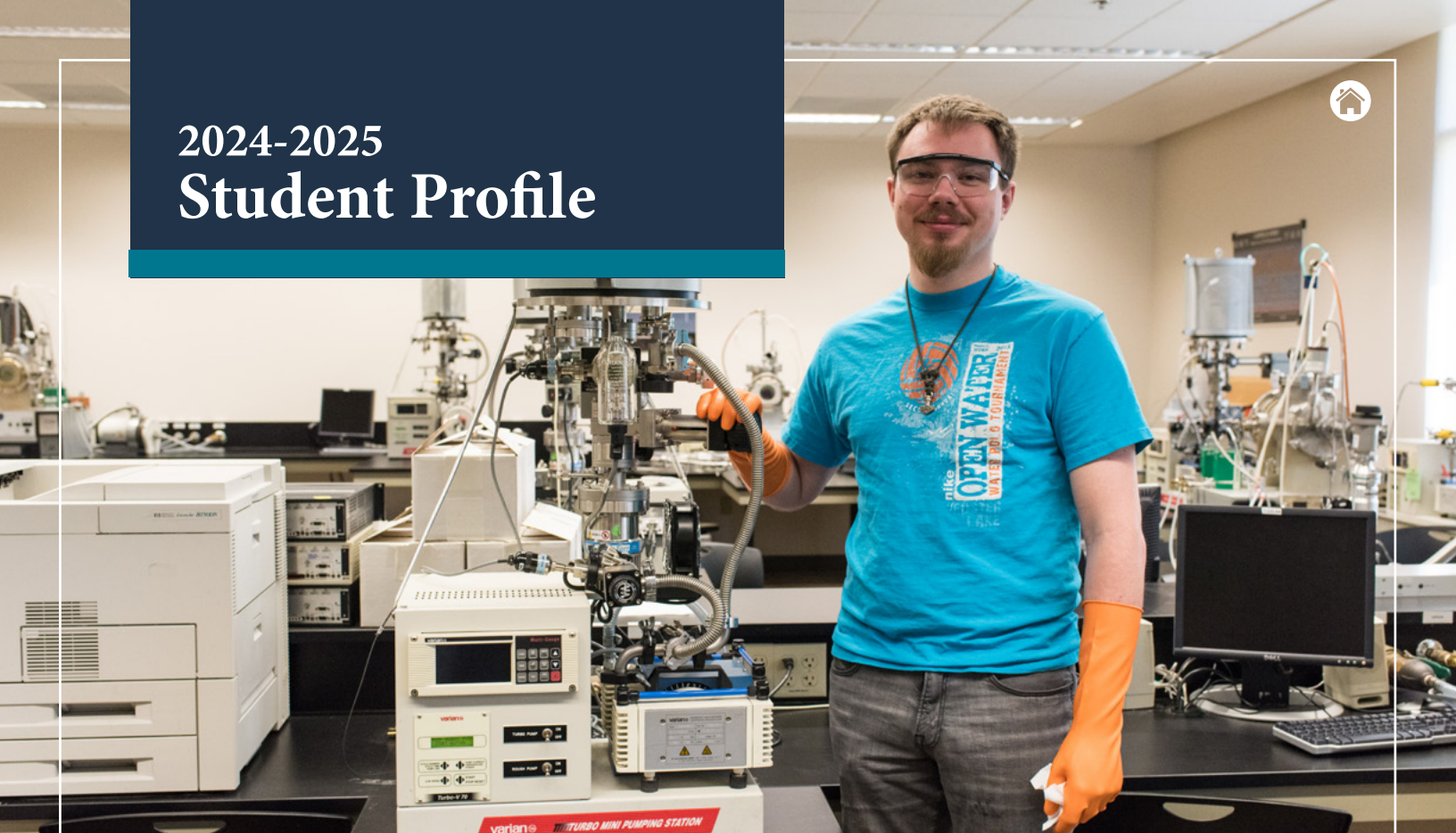
The programs in this pathway can lead to a career in public service and expand knowledge of the world and society.

# 2024-2025 Student Profile



<b>Annual Enrollment</b>	<p>57,756 Total Student Headcount</p> <p>31,626 Credit Students</p> <p>21,513 Non-Credit Students</p> <p>20,521 Full-Time Equivalent (FTE)</p>
<b>Age</b>	<p><b>Credit Students:</b></p> <ul style="list-style-type: none"> <li>53% &lt;25 years</li> <li>Average age: 26 years</li> </ul> <p><b>Non-Credit Students:</b></p> <ul style="list-style-type: none"> <li>13% &lt;25 years</li> <li>Average age: 46 years</li> </ul>
<b>Gender</b>	<p><b>Credit Students:</b></p> <ul style="list-style-type: none"> <li>56% Female</li> <li>43% Male</li> <li>1% Unreported</li> </ul> <p><b>Non-Credit Students:</b></p> <ul style="list-style-type: none"> <li>53% Female</li> <li>26% Male</li> <li>21% Unreported</li> </ul>
<b>PELL Grant Recipients</b>	30% of credit students
<b>Enrollment Profile</b>	<p>43% of credit students attend full-time</p> <p>57% of credit students attend part-time</p>
<b>Credential Awarded</b>	<p>2,747 Degrees</p> <p>1,466 Certificates</p>
<b>Students Transfers to Colleges and Universities*</b>	<p>6,869</p> <p>*Data as of 2023-2024</p>

# 2024-2025 Student Profile



Portland Community College is the recipient of several awards and designations, with the following being some of the most recent honors:

- **Financial Strength:** PCC's financial stewardship is recognized. The College earned 32 consecutive GFOA Certificates of Achievement for Excellence in Financial Reporting, honoring comprehensive reports and "full disclosure." Among 90,000 governments, only 4,300 receive this award. In 2026 S&P Global Ratings reaffirmed its "AA+" long-term rating on Portland Community College District (CCD), Ore.'s outstanding general obligation, full faith and credit pension bonds, and limited-tax pension bonds. The S&P rating shows that PCC is fiscally responsible with its overall operations and is a good investment with its stable portfolio of debt.
- **University Pathways:** PCC and Portland State University signed an MOU to streamline transfers and boost bachelor's completion. The Strategic Transfer Excellence Plan aligns curricula, clarifies PCC courses applying to PSU majors, and strengthens advising. The agreement coordinates student supports—basic needs, mental health—and grows community partnerships.
- **Student Support:** The College's "College Access Latinx Initiative" (CALI) is a finalist for the 2025 Examples of Excelencia, recognizing intentional support for Latiné students. CALI offers first-year guidance, mentoring, a laptop, and connections to college and community resources. It fosters inclusive spaces, strengthens family engagement, and centers DREAMers, DACA recipients, and mixed-status students, advancing certificate, degree, and transfer success

through culturally responsive practices.

- **Cost Savings:** PCC's Open Educational Resources (OER) initiative eases costs for students by replacing commercial textbooks with free, adaptable materials. Since 2015, collaborative efforts by faculty, librarians, administrators, and students have saved over \$38 million—supported by \$13 million from Open Oregon Educational Resources. 475 instructors and staff use OER, avoiding textbook costs of \$100–\$300 per course while maintaining quality and flexibility.
- **Sustainability Awards:** The college is a top performer in the Association for the Advancement of Sustainability in Higher Education (AASHE's) 2025 Campus Sustainability Index for Associate and Short-Cycle Institutions, reflecting environmental leadership. In March, PCC earned a STARS Gold rating, with special recognition in Buildings & Grounds, Procurement and Waste, and Innovation—highlighting the Basic Needs and Sustainability Leadership program. STARS evaluates academics, engagement, operations, planning and administration, plus innovation and leadership, guiding progress.
- **PCC Foundation:** The PCC Foundation was supported by 1,541 donors in 2023-24, which bolstered scholarships, emergency aid, workforce development and Future Connect. The generous support allowed the PCC Foundation to award \$2.3 million in scholarships, more than ever before. As of June 30, 2024, the PCC Foundation had 250 individual scholarship funds.

# Leadership



## President Adrien Bennings

Dr. Adrien Bennings joined Portland Community College in the summer of 2022 as the College's eighth president, making her PCC's first permanent female president in its history.



Before coming to Portland, she served as the president of Kellogg Community College, one of 28 community colleges in Michigan whose service region spans three counties. She was also the president of the Kellogg Community College Foundation, helping to lead the foundation's strategic planning and fundraising activities, and advocating for equity, diversity, and inclusion.

Prior to joining PCC, Dr. Bennings was the vice president of administration and finance and chief financial officer at Clovis Community College in New Mexico. Prior to this, she served as regional director of small business development at Texas Tech University where she advanced economic development initiatives spanning a 16-county area. Additionally, she serves as a certified peer reviewer for the Higher Learning Commission.

Dr. Bennings' educational background includes a Doctor of Philosophy in Higher Education Administration from Texas Tech University; a Master of Science in Business Administration with a Human Resources concentration from Wayland Baptist University; and a Bachelor of Science in Agricultural Development from Texas A&M University.

For more information on President Bennings, please visit

[CLICK TO LEARN MORE](#)  
President Bennings

## Board of Directors, Portland Community College

The PCC Board of Directors consists of seven members elected by zones to four-year terms who are entrusted with governing the College. The board supports the mission and advances the vision of the College, serves as a liaison between the College and the community, and sets policies, among other responsibilities.

[CLICK TO LEARN MORE](#)  
For Board Responsibilities





# RH PERRY & ASSOCIATES

SEARCH COUNSEL TO HIGHER EDUCATION

## Application Procedures

For best consideration, completed applications are due by August 3, 2026. To ensure full consideration, you will be required to submit: (1) a current resume or CV; (2) a cover letter that addresses the essential functions, qualifications, and experiences of the position; and (3) contact information for three professional references (a current or former supervisor, a current or former direct report, and a professional colleague). Submit your application securely through our website at <https://rhperry.com/pccvpfinance>.

This position is located at the Sylvania Campus (12000 SW 49th Ave, Portland, OR 97219). A start date in early January 2027 is anticipated.

## For Further Information, Please Contact:

### Dr. Ellen Junn

SENIOR CONSULTANT  
(828) 785-1394

[PCCVPFinance@rhperry.com](mailto:PCCVPFinance@rhperry.com)

### Dr. Sue DeWine

SENIOR CONSULTANT  
(828) 785-1394

[PCCVPFinance@rhperry.com](mailto:PCCVPFinance@rhperry.com)

### RH PERRY & ASSOCIATES

206 East Chestnut Street  
Asheville, NC 28801  
(828) 785-1394

[www.rhperry.com](http://www.rhperry.com)

## RH Perry Candidate Policy

RH Perry & Associates is committed to the highest standards of professionalism in all dealings with candidates, sources, and references. We fully respect the need for confidentiality and assure interested parties that their background and interests will not be discussed without their consent.

## Portland Community College Non-discrimination Policy

The College also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws. In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and all local and state civil rights laws.

## Work Environment and Physical Requirements

This job is housed at the Sylvania Campus in Portland, with frequent interruptions and irregularities in work schedule. While performing the duties of this job, the employee is regularly required to maintain a stationary position for long periods of time (sitting or standing); communicate with employees, partners, and key collaborators; and operate a computer to develop work products, communicate, and carry out responsibilities. Occasionally the employee is required to travel to other campuses to attend meetings, access items, and utilize equipment, and, rarely, move or transport items up to 10 pounds. Ability to provide own transportation to and from campuses and/or offsite functions may be required.

*Portland Community College is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or any other protected class.*

[www.pcc.edu](http://www.pcc.edu)