Oregon State University is an Equal Opportunity Employer committed to hiring a diverse workforce. We encourage those who are from traditionally underrepresented groups, including students who are of color, women, LGBTQ, veterans and people with disabilities to apply.

The Assistant Director of Saferide shall assist the ASOSU in promoting self-governance in the best interest of the students at Oregon State University. This includes, but is not limited to, overseeing all direct aspects of the Saferide program and ensuring smooth operations throughout the academic year.

Job Responsibilities:
• Assist in the hiring/training process for new staff members
• Revise van dispatch logs & update tally sheet daily/weekly
• Make sure there are always dispatch/van logs available in file
• Be familiar with the office, computers, programs
• Collaborate with the Marketing team to re-design/update the webpage: http://asosu.oregonstate.edu/saferide/
• Organize staff bulletin boards (with pictures and bios)
• Prepare employee contact list
• Prepare shift schedules
• Prepare Saferide email listserv
• Help organize/conduct staff meetings
• Plan Saferide End of the Year BBQ
• Coordinate volunteers to staff finals weeks
• Collaborate with the Saferide Director, Public Health Promotion Coordinator to help plan "Take Back the Night"
• Clean the office
• Organize files: stats and van logs/dispatch logs
• Update transition packet
• Represent Saferide at campus and community events
• Outreach to student groups on campus
• Actively participate with the ASOSU team
• Report to the ASOSU House of Representatives and Senate as Requested
• Maintain a clean and welcoming office environment and work space
• Fulfill 15 office hours per week during the academic year

Qualifications:
• Must be a currently enrolled student at Oregon State University for at least 6 academic credits.
• Must have a minimum GPA of 2.00
• Must be in good academic standing for the term prior to selection and during entire period of employment.
• Preferred knowledge and experience navigating the Corvallis geographic area
• Must be available for the following:
  o Weekly one-on-one with the Executive Director of Community Programs
  o Weekly one-on-one with Saferide Director
  o ASOSU Staff Meetings
  o Saferide Staff Meetings
  o Sexual Assault Response Network (S.A.R.N.)

Term of Employment: September 16th 2013- June 15th 2014
Hours: 15 hours per week (Fall, Winter, Spring)
Compensation (one of the following): $10.65 per hour, paid as monthly stipend
For Full Consideration Apply By: Friday, August 23rd 2013 by 5:00 pm
Application Drop-off Snell 149 (SLI Front Desk)
Applications Must Include: Cover Letter, Resume and OSU General Eligibility Form
For Information, Contact: Allie Bircher
ASOSU Executive Director of Community Programs 2013-2014
Asosu.Community@oregonstate.edu