



## Assistant Director of Advocacy Programs

### Position Description

#### **ASOSU's Mission Statement:**

*ASOSU is every student at Oregon State University. We exist as an organization to promote academic excellence, encourage the intellectual, social, cultural, and physical development of the student body, and enable the student body to assert its varied interests as citizens and members of the academic community through democratic representation.*

#### **Position Description:**

*The Assistant Director of Advocacy Programs shall assist the ASOSU in promoting self-governance in the best interest of students at Oregon State University. This includes, but is not limited to, organizing, overseeing, and coordinating the ASOSU Executive staff with a focus on diversity, inclusivity, and community. More specifically, the Assistant Director of Advocacy Programs shall provide support to the efforts of the Executive Director of Community Programs and the Executive Director of Diversity Programs.*

#### **Job Responsibilities may include but are not limited to:**

##### **Programming and Oversight:**

40%

- Maintain current knowledge of on and off campus diversity resources, initiatives, movements, and programs
- Work with on campus services like Diversity and Cultural Engagement, Asian and Pacific Cultural Center, Centro Cultural Cesar Chavez, Ettihad Cultural Center, Lonnie B. Harris Black Cultural Center, Native American Longhouse Eena Haws, Pride Center, SOL, Women's Center, Disability Access Services, Social Change Leadership Programs, Arts and Social Justice Living-Learning Community, Veterans Resources, Spiritual Life at OSU, the Office of Institutional Diversity and other engagement programs to provide knowledge regarding services available to students
- Work with on and off-campus services like HSRC, Office of Advocacy, Office of Legal Advising, and the Office of Student Conduct and Community Standards, Corvallis Community Relations, City of Corvallis offices, Corvallis Police Department, Oregon State Police, Dean of Student Life's Office, and other engagement programs to provide knowledge regarding services available to students.

- Develop outreach programs in conjunction with Executive Director of Diversity Programs and to Executive Director of Community Programs to assigned Executive staff to their constituencies and be responsible for their implementation
- Host events and collaborate with organizations to promote diverse and community programing and services provided on campus
- Assist in the strategic context in event programming for Executive Staff at the direction of the Executive Director of Diversity Programs and Executive Director of Community Programs.
- Identify student needs and collaborate with different organizations to support students on campus
- Explore areas of potential work and collaboration in non-traditional student affairs and interfaith affairs
- Cultivate and build relationships with student organizations that serve traditionally underrepresented student populations
- Outreach to the Office of Institutional Diversity and Diversity & Cultural Engagement for updates on university initiatives regarding diversity and social justice projects
- Support in the planning of the Oregon Students of Color Conference in November at OSU
- Support in the coordination of the annual Off Campus Housing Exposition
- Support and serve on the Oregon Student Association's Oregon Student of Color Coalition (OSCC) to build network and collaborate with student leaders in the state
- Work closely with the Executive Directors of Government Relation on issues and policies concerning multicultural students in higher education, including but not limited to Vote OR Vote and Unite the Vote

### **Task Management and Organizing Work:**

**20%**

- Oversee and coordinate campaigns, initiatives, and other efforts as asked to by the Executive Director of Diversity Programs, Executive Director of Community Programs, and the President and Vice President
- Build coalitions and networks on issue areas, and use these to empower students to create change
- When needed, assist the Executive Director of Diversity Programs in the organizing of activism work on campus on issues related to social justice and other issue areas.

- Work within larger campaigns and missions to plan for long term approaches and strategies to create lasting change on campus

**Administrative:**

**20%**

- Meet with ASOSU Faculty Advisor twice per month for one-on-ones
- Meet with the Executive Director of Diversity Programs and Executive Director of Community Programs weekly
- Attend committees and sit with boards in the OSA at the direction of the Executive Director of Diversity Programs, ASOSU President, and the Vice President
- Collaborate with Executive staff to promote, expand, and coordinate ASOSU on campus and in the community by actively engaging all OSU stakeholders.
- Report to the ASOSU House of Representatives and Senate at least once per term on the campaigns and goals of the position
- Actively participate with the ASOSU team

**Other Campaigns and Initiatives:**

**20%**

- Work within the diversity and community programs teams on their campaigns and issue work that is not directly related to your issue area.
- Promotion and work within ASOSU's external campaigns such as the Vote OR Vote Voter Registration Drive, the ASOSU Elections, and others.
- Other duties as assigned

*As an Officer of the Associated Students of Oregon State University Executive Branch, you are obligated to be active in the recruitment of new interns and volunteers, maintain a clean office environment and work space, dynamically participate with the ASOSU team, maintain a strong presence at campus and community events, and actively reach out to other student groups.*

**Eligibility:**

- A commitment to promoting and advancing diversity and creating an atmosphere of inclusion
- A commitment to advocating for student issues
- Must be a currently enrolled student at Oregon State University for at least 6 academic credits.
- Must have a minimum GPA of 2.0 for undergraduate students and a GPA of 3.0 for graduate students

- Must be in good academic standing and conduct for the term prior to selection and during entire period of employment.

Desired skills for successful candidates:

- Strong communication skills, interpersonal, public speaking, digital, etc.
- Be able to manage time well
- Strong organizational skills
- Have a knowledge and/or willing to learn about social justice foundations, identity, and intersectionality
- Ability to work independently as well as in a team
- Willingness to be adaptable, to accept changes and try new things
- Work well under pressure
- Ability to exercise flexibility, initiative, good judgment, and discretion
- Ability to work accurately, with interruptions, to meet a deadline
- Experience working with organizations such as ASOSU, DCE, SLI, RHA and other student organizations

**Term of Employment:** Preferred start date: Tuesday, September 5<sup>th</sup>, 2017

**Hours:** 15 hours (12 hours in office) per week (Fall, Winter, Spring)

**Compensation:** \$11.50/per hour, paid hourly

**Application Deadline:** July 7<sup>th</sup>, 2017 at 5:00 PM

**To apply:** Visit our website: [asosu.oregonstate.edu/employment](http://asosu.oregonstate.edu/employment)

**Applications Must Include:** A current resume and cover letter. Your cover letter must include a response to the following question:

*“Former President Franklin Delano Roosevelt once wrote that ‘the only limit to our realization of tomorrow will be our doubts of today.’ In this way, it is often the grimness of our reality which dissuades us from thinking big; bold vision arises from inspiration, and inspiration is hindered by doubt. What is one large issue our campus faces, and what should ASOSU do to address this issue?”*

**For Information, Contact:** **Simon Brundage**                      **Radhika Shah**  
 President    Vice President  
[asosu.pres@oregonstate.edu](mailto:asosu.pres@oregonstate.edu)  
[asosuvp@oregonstate.edu](mailto:asosuvp@oregonstate.edu)

---

*OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women,*

*individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community*

---