



Assistant Director of Government Relations **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 Government Relations 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, advocating and lobbying for students at the state and federal level, and ensuring that OSU students are educated on key legislative issues regarding students' success and well-being

Job responsibilities may include but are not limited to:

Legislative Advocacy and Organizing Work

40%

- Work with the Oregon Student Association on mutual issue areas by tracking, positioning, and advocating on legislation
- Assist the implementation of the Vote OR Vote campaign, Unite the Vote and Get Out the Vote (GOTV) with the Executive Director Governmental Relations
- Inform students on issues and legislation of importance as well as gather student opinion on such issues and legislation
- Work with Executive Director of Government Relations on tracking and following legislation through introduction, committee assignment, amendments, hearings, floor debates, and votes
- Maintain filing system to facilitate ongoing research and data compilation on critical issues
- Be responsible for establishing relationships with congressional offices and committees at the state and federal level with the Executive Director of Government Relations

Organizing Work

25%

- Coordinating delegation lobbying trips on behalf of ASOSU in conjunction with the Oregon Student Association (OSA) and the Executive Director of Governmental Relations
- Organize Lobbying trips to Salem and Washington, D.C. on behalf of the ASOSU

- Invite members of Congress, members of the Oregon Congressional Delegation, members of the State Legislature, members of Oregon's Executive Branch, and other elected persons to visit campus and involve ASOSU in those visits
- Coordinate outreach and engaging students in volunteer capacities and lobbying trips when they can enrich efforts, including testifying, sitting in on lobbying meetings, etc
- Formation, coordination, and oversight of the government affairs team under the Executive Director. This team shall consist of ASOSU and non-ASOSU members that advise ASOSU of legislative and government issues
- Connect external organization such as groups, organizations, or interest groups and coordinate them on mutual issue areas
- Coordinate with internal groups such as cultural centers, student groups, and directly with students on mutual issue areas
- Working with State House seat 16 and State Senate District 8 congressional members to forward the interests of ASOSU, OSA, and students
- Finding consensus among these groups and using their combined power to gain more leverage

Administrative

15%

- Work with the ASOSU Executive Chief of Staff to give input to the ASOSU budget at large and manage the Government Affairs Budget
- Recruit interns and volunteers
- Oversee the OSA campus wide survey of student issues and report it back to OSA
- Communication among staff on tasks managed by government affairs staff
- Meet with the Executive Director of Government Relations once per week
- Meet with ASOSU Faculty Advisor twice per month for one-on-ones
- Meet with the Executive Director of Government Relations once per week
- 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
- 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, OSA, OSUPC, SEAC, Office of Government Relations, legislative advocacy groups, and other student organizations
- Experience in leading and directing individuals

Term of Employment:

Preferred start date: Tuesday, September 5th, 2017

Hours:

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

Compensation:

\$11.50/per hour, paid hourly

Application Deadline:

July 7th, 2017 at 5:00 PM

To apply:

Visit our website: 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
President

Radhika Shah
Vice President

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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
