



Coordinator of Accessibility Affairs

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 Coordinator of Accessibility Affairs 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, campaigning and programming events related to ensuring that Oregon State University is accessible for all students and to further student engagement in this movement to increase accessibility.

Job responsibilities may include but are not limited to:

Coalition and Network Building:

40%

- Create collaborative programs pertaining to students with disabilities and disability justice
- Collaborate with other student organizations including, but not limited to, Intercultural Student Services, Diversity Development, ISOSU, INTO, University Housing and Dining Services
- Work closely with the Executive Director of Government Relations and the Assistant Director of Government Relations on policies and issues that concern students with disabilities and accessibility needs in higher education

- Work closely with relevant faculty, administrators, directors and staff such as the Office of Equal Opportunity and Access, Disability Access Services, and Recreational Sports
- Attend Disability Access Services and Accessible Student Alliance meetings
- Participate in the Oregon Student Association's Disability Justice Committee
- Communicate thoroughly, as well as bring all updates to the Executive Director of Diversity Programs and Executive Director of Community Programs on accessibility student issues on a weekly basis
- Maintain a strong presence at campus and community events

Programming:

20%

- Be responsible for gathering information, tracking legislation, and conducting research on issues and policies concerning accessibility
- Continue the Accessibility Is To Me project
- Coordinate the planning and execution of Accessibility Awareness Week
- Advocate for accessibility initiative efforts that are in congruence with the ASOSU Executive Director of Diversity Programs
- Inform students about important topics and legislation related to accessibility, and gather student opinions on those issues
- Provide resources for students desiring information about accessibility affairs
- Plan campaigns to create positive concrete change for students throughout the year

Administrative:

20%

- Create a comprehensive filing system to facilitate ongoing research and data compilation on accessibility issues
- Identify and develop areas of involvement in accessibility affairs in which ASOSU should engage itself
- Advise the Executive Cabinet on accessibility issues
- Report to the ASOSU House of Representatives and Senate at least once per term on the campaigns and goals of the position

- Meet with the Executive Director of Diversity Programs at least once per week
- Actively participate with the ASOSU team
- Work at least 7 in-office hours, and 8 other hours, totaling 15 hours completed weekly during the academic year

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, ISOSU, OSUPC, SEAC, DCE, Disability Access Services, Center for Civic Engagement, and/or Accessibility Student Alliance, and other student organizations
- Experience in leading and directing individuals

Term of Employment: Negotiated start date: Tuesday, September 5th, 2017

Hours: 15 hours 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 would you do—as a prospective member of the ASOSU Student Government—to address this issue?”

For Information, Contact:

Simon Brundage
President

Radhika Shah
Vice President

Asosu.pres@oregonstate.edu

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.