



Coordinator of Environmental 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 Environmental 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 to ensure sustainable practices at OSU and to further the role of students in this movement.

Job responsibilities may include but are not limited to:

Collaboration and Network Building:

35%

- Collaborate with Campus Recycling, Business Services, the Student Sustainability Initiative, and others in the planning of Earth Week and Beyond Earth Week activities
- Serve on the OSU Sustainability Fee Committee and assist in projects funded by the sustainability fee
- Collaborate with other student organizations and administrative areas including, but not limited to, Campus Recycling, OSU Sustainability Office, Student Sustainability Initiative, Climate Neutral 2025, Environmental Science Club, Organic Growers Club, Student Leadership and Involvement, and Residence Hall Association to address environmental issues
- Maintain a strong presence at campus and community events relating to management, conservation, and sustainability.

Programming:

35%

- Be responsible for gathering information, tracking legislation, and conducting research on issues and policies concerning environmental issues
- Advocate for Student Sustainability Initiative efforts that are in congruence with the ASOSU Executive Director of Community Programs
- Inform students about important issues and legislation and gather student opinion on the issues
- Provide resources for students desiring information about environmental affairs
- Plan campaigns to create positive concrete change for students throughout the year

Administrative:

30%

- Create a comprehensive filing system to facilitate ongoing research and data compilation on environmental issues
- Identify and develop areas of involvement in environmental affairs in which ASOSU should engage itself
- Advise the Executive Cabinet on environmental issues
- Hold weekly check in meetings with the Executive Director of Community Programs
- Write an article on current campaigns and goals at the request of the Executive Director of Community Programs
- Report to the ASOSU House of Representatives and Senate at least once per term on the campaigns and goals of the task force
- Actively participate with the ASOSU team to help ensure that all our activities and events are as sustainable as possible.
- 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, OSUPC, ISOSU, DCE, SEAC, Coalition of Graduate Employees (CGE), INTO OSU Graduate Pathway Program, OSU Faculty Senate, and/or Graduate Council, and others
- Experience in leading and directing individuals

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| Term of Employment: | Preferred start date: Tuesday, September 5 th , 2017 |
| Hours: | 15 hours (12 hours in office) per week (Fall, Winter, Spring) |
| Compensation: | \$11.50/per hour, paid hourly |
| Application Deadline: | July 7 th , 2017 at 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
