



Coordinator of Graduate 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 Graduate 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, outreach to the graduate students and non-traditional students to support and organize a council for advocacy related to graduate student issues and serve as a liaison between this council and ASOSU.

Job responsibilities may include but are not limited to:

Coalition and Network Building:

40%

- Partner with, including but not limited to, students in the Graduate School, faculty, staff, and administrators, ASOSU branches, the Coalition of Graduate Employees (CGE), and the INTO OSU Graduate Pathway Program to create this student-led council for OSU graduate students
- Work closely with faculty, administrators, ASOSU, as well as connect with Intercultural Student Services, Diversity Cultural Engagement, and the Cultural Resource Centers
- Work with council to identify graduate student issues and legislation of importance for the council to work on

- Collaborate with the Executive Director of Government Relations and the Assistant Director of Government Relations to track legislation of importance that pertains to graduate students
- Outreach to the Office of Institutional Diversity and Diversity & Cultural Engagement for updates on university initiatives regarding diversity and social justice projects
- Be an advocate for graduate students and employees
- Ensure ASOSU representation on the OSU Faculty Senate or the Graduate Council
- 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 graduate student issues
- Using recent and relevant knowledge of ASOSU and the mission of ASOSU programs to educate graduate students of their student government abilities
- Assist with recruiting graduate students to serve in the ASOSU House of Representatives
- Advocate for fair treatment and pay for all graduate students
- Coordinate the development of a graduate student council to assist in the representation and visibility of graduate students to OSU, ASOSU, and other such communities
- Work with the graduate student council to identify and develop areas of involvement for ASOSU in graduate student affairs in which ASOSU should engage
- 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 graduate student issues
- Identify and develop areas of involvement in graduate affairs in which ASOSU should engage itself
- Advise the Executive Cabinet on graduate student issues

- Write an article on current campaigns and goals at the request of the Executive Director of Community Programs and Executive Director of Diversity 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
- Meet weekly Executive Director of Community Programs
- 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
- 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

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
asosu.pres@oregonstate.edu
asosuvp@oregonstate.edu

Radhika Shah Vice President

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
