



Coordinator of Queer 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 Queer 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, coordinating projects and campaigns that will increase inclusivity and awareness through outreach and advocacy to all communities of OSU, specifically the LGBTQ+ community.

Job responsibilities may include but are not limited to:

Collaboration & Network Building

40%

- Create collaborative programs pertaining to queer students, intersectionality, and issues impacting the LGBTQ+ community locally, nationally and internationally
- Attend and be visible and present in event and programs on campus that are relevant to LGBTQ+ students, and intersectional work regarding queer affairs
- Work closely with relevant faculty, administrators, directors and staff, as well as attend staff meetings of Rainbow Continuum, the Pride Center, SOL, Queer Studies department and other queer student resources
- Outreach to other student organization, academic colleges and administrative areas addressing similar issues including, but not limited to, Intercultural Student Services, Diversity & Cultural Engagement, ISOSU, INTO, University Housing and Dining Services
- Serve on the Pride Planning Committee, the Queer Leaders Committee and the Queer Coordinator Committee
- Support and Serve on the Oregon Student Association's Oregon Statewide Students Equal Rights Alliance (OSERA)
- Communicate thoroughly, as well as bring all updates to the Executive Director of Diversity Programs and Executive Director of Community Affairs on queer student issues on a weekly basis
- Work with other ASOSU to address issues of intersectional identities

- Support in the planning of the Oregon Students of Color Conference in November at OSU

Advocacy & Community Development

20%

- Be a student advocate for queer affairs and strive to create an inclusive, open environment within ASOSU and through your work
- Work closely with the Executive Director of Government Relation issues and policies concerning queer students in higher education, including but not limited to Vote OR Vote and Unite the Vote
- Conduct research projects, such as surveys, petitions and focus groups to gather student concerns and interests, and represent those interests to ASOSU branches and OSU administrators
- Be informed on recent and relevant knowledge of ASOSU and ASOSU programs
- Foster positive and welcoming working relationships not only with ASOSU members, but also campus and community members
- Outreach to the Office of Institutional Diversity and Diversity & Cultural Engagement for updates on university initiatives regarding diversity and social justice projects

Administration

20%

- Create a comprehensive filing system to facilitate ongoing research and data compilation on queer issues
- Identify and develop areas of involvement in queer affairs in which ASOSU should engage itself
- Advise the Executive Cabinet on queer issues
- Report to the ASOSU Senate and House of Representatives at least once per term on the campaigns and goals of the task force.
- Meet weekly with Executive Director of Diversity Programs
- 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 a Member 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, actively 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, SEAC, DCE, Pride Center, and other student organizations

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 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
