



Coordinator of Veterans 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 Veterans 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, assisting with overseeing production of marketing materials, as well as delegating the tasks of creating marketing materials and developing marketing and promotional plans for various ASOSU campaigns, initiatives, events, and program to improve the visibility of ASOSU within the OSU campus and community.

Job responsibilities may include but are not limited to:

Coalition and Network Building:

40%

- Collaborate with other student organizations including, but not limited to, ROTC, the Military Science Department, and the Memorial Union to address veterans' issues
- Meet with Veterans Services Advisor once a month
- Represent ASOSU and veteran students on the Veterans Affairs Workgroup, Veterans Affairs Advisory Committee, and Veterans Budgeting boards
- Collaborate with other student groups
- Be an advocate for veteran students and student employees
- 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 veterans' issues

- Know recent and relevant knowledge of ASOSU and the mission of ASOSU programs
- Direct and promote an event to encourage involvement in or show importance of veterans' issues
- Create programming and awareness of veterans' issues for Veterans Day
- Assist student groups related to veterans' affairs
- Inform students of issues and legislation of importance and gather student opinion on veterans' issues
- Using direct action organization techniques, 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 veterans' issues
- Identify and develop areas of involvement in veterans' affairs in which ASOSU should engage itself
- Advise the Executive Cabinet on veterans' issues
- Report to the ASOSU House of Representatives and Senate at least once per term on the campaigns and goals of the position
- Meet weekly with the Executive Director of Community 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 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, OSUPC, DCE, ISOSU, SEAC, ROTC, Military Science Department, Memorial Union services, and/or Veterans Lounge affiliations

Term of Employment: Preferred 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 should ASOSU do to address this issue?”

For Information, Contact:

Simon Brundage
President

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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
