



## **Coordinator of Wellness 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 Wellness 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, creating educational events and campaigns related to nutrition, fitness, mental health, sexual health, and other health related topics.*

### **Job responsibilities may include but are not limited to:**

#### **Coalition and Network Building:**

**40%**

- Collaborate with the Director of Womxn Affairs, the SafeRide Team, Student Health Services, Office of Equity and Inclusion, and CARDV to plan and execute Sexual Assault Awareness Month and Take Back the Night
- Collaborate with other student organizations and administrative areas including, but not limited to, Center Against Rape and Domestic Violence (CARDV), Sexual Assault Response Network (SARN), Cultural Resource Centers, living groups, the Women's Center, Student Health Services (SHS), Healthy Campus Initiative, Counseling and Psychological Services (CAPS), Recreational Sports, and the Peer Health Advocates to promote wellness
- Work closely with faculty, administrators, ASOSU directors, as well as connect with Intercultural Student Services, Diversity Cultural Engagement, the Cultural Resource Centers

- Collaborate with other student groups such as Active Minds, Health Navigators, Wellness Agents and more
- Work with the Wellness Alignment (Counseling and Psychological Services, Recreational Sports, and Student Health Services)
- Communicate thoroughly, as well as bring all updates to the Executive Director of Diversity Programs and Executive Director of Community Programs on wellness student issues on a weekly basis
- Maintain a strong presence at campus and community events

**Programming:**

**20%**

- Be responsible for gathering information, and conducting research on issues and policies concerning wellness issues
- Build campaigns and initiatives related to mental health, physical health, spiritual health, occupational health, and environmental health
- Raise awareness and educate the OSU community on issues pertaining to wellness
- Assisting and promoting National Eating Disorders Awareness Week (NEDAW)
- Promote awareness of sexual assault within SafeRide, ASOSU, and the OSU community through the It's On Us campaign
- Using direct action organization techniques, assist with campaign planning throughout the year
- Support in the planning of the Oregon Students of Color Conference in November at OSU

**Administrative:**

**20%**

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

- 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
- 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, DCE, ISOSU, SEAC, Student Health Services (SHS), Center for Civic Engagement, Counseling and Psychological Services (CAPS), and/or CARDV, and others
- Experience in leading and directing individuals

**Term of Employment:** Preferred start date: Tuesday, September 5<sup>th</sup>, 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](http://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** **Radhika Shah**  
President Vice President  
[asosu.pres@oregonstate.edu](mailto:asosu.pres@oregonstate.edu)  
[asosuvp@oregonstate.edu](mailto:asosuvp@oregonstate.edu)

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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*

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