



## **Coordinator of Womxn's 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 SUMMARY**

*The Coordinator of Womxn's 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 and advocacy with and on behalf of womxn and femme students, working to ensure that all womxn and femme students on campus are supported, and engage in assistance with gaining access to resources that can be useful to the mission of ASOSU within Oregon State University.*

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

#### **Collaboration & Network Building**

40%

- Create collaborative programs pertaining to womxn students, intersectionality, and issues impacting womxn locally, nationally and internationally
- Attend and be visible at events and programs on campus that are relevant to womxn students and work or areas that intersect with womxn affairs
- Work closely with relevant faculty, administrators, directors and staff, as well as attend staff meetings of Women's Center, Women of Color Coalition, President's Commission of the Status of Women, Women Gender and Sexuality Studies department and other womxn student resources
- Outreach to other student organization, academic colleges and administrative areas addressing similar issues including, but not limited to, Intercultural Student Services, Diversity and Cultural Engagement, ISOSU, INTO OSU, and University Housing and Dining Services.
- Outreach to the Office of Institutional Diversity and Diversity & Cultural Engagement for updates on university initiatives regarding diversity and social justice projects
- Communicate thoroughly, as well as bring all updates to the Executive Director of Diversity Programs and Executive Director of Community Programs on womxn's student issues on a weekly basis
- Work closely with the Student Parent Advocate on issues pertaining to single mothers and student parents

- Collaborate with the Survivor Advocacy and Resource Center, Student Health Services, Counseling and Psychological Services, Womens' Center, ASOSU SafeRide, Coordinator of Wellness Affairs with the planning of Take Back the Night
- Support in the planning of the Oregon Students of Color Conference in November at OSU

### **Advocacy & Community Development**

**20%**

- Be a student advocate for womxn's affairs and strive to create a safe, open environment
- Promote leadership for womxn on campus, especially with regards to increasing their numbers and influence in policy making
- Continuation of the White Ribbon Campaign
- Work closely with the Executive Director of Government Relations and Assistant Director of Government Relations on issues and policies concerning womxn 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
- Promote awareness of sexual assault within SafeRide, ASOSU, and the OSU community through the It's On Us campaign
- 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%**

- Work with other ASOSU Executive Staff to address issues of intersectional identities
- Advise the Executive Cabinet on womxn 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 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 campaign and the ASOSU Elections
- 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, ISOSU, and other student organizations
- Experience in leading and directing individuals

<b>Term of Employment:</b>	Preferred start date: Tuesday, September 5 <sup>th</sup> , 2017
<b>Hours:</b>	15 hours (12 hours in office) per week (Fall, Winter, Spring)
<b>Compensation:</b>	\$11.50/per hour, paid hourly
<b>Application Deadline:</b>	Friday July 7 <sup>th</sup> , 2017 at 5:00pm
<b>To apply:</b>	Visit our website: <a href="http://asosu.oregonstate.edu/employment">asosu.oregonstate.edu/employment</a>

**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

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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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