Oregon State University is an Equal Opportunity Employer committed to hiring a diverse workforce. We encourage those who are from traditionally underrepresented groups, including students who are of color, women, LGBTQ, veterans and people with disabilities to apply.

The Assistant Director of Government Relations 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, advocating and lobbying for students at the state and federal level, and ensuring that OSU students are educated on key legislative issues regarding students’ success and well-being.

Job Responsibilities:

- Recent and relevant knowledge of ASOSU and the mission of ASOSU programs
- Be responsible for gathering information and tracking legislation and programs that affect OSU students through collaboration with the Oregon Student Association and OSU Government Relations Office as directed by the ASOSU Executive Director of Government Relations.
- Inform students on issues and legislation of importance through campus wide programming and gather student opinion on the issues
- Work with the ASOSU Executive Director of Government Relations to advise the ASOSU staff members on legislative issues
- Identify and develop areas of involvement at the state and federal level for ASOSU engagement
- Be responsible for establishing effective working relationships with key Congressional offices, as well as key Congressional committees at the state and federal level
- Focus on the Oregon Congressional delegation and work to establish an ongoing exchange of information with both local and Washington, D.C. offices of the delegation
- Invite members of Congress, members of the Oregon Congressional delegation, members of the State Legislature, and members of Oregon’s Executive Branch to visit campus and work to involve ASOSU in those visits
- Organize delegation lobbies to Salem on behalf of ASOSU in conjunction with the Oregon Student Association (OSA) and the ASOSU Executive Director of Government Relations.
- Organize a delegation to lobby in Washington D.C. and Salem on behalf of the ASOSU
- Create and maintain a comprehensive filing system to facilitate ongoing research and data compilation on critical issues
- Support entry-level programs for interns and volunteers
- Assist the Executive Director of Finance by providing relevant input during the budgeting process
- Report to the ASOSU Congress at least once per term
- Oversee the Government Affairs Team (GAT)
- Oversee the Fall & Spring Voter Registration Drive
- Oversee the Oregon Student Association Campus Wide Survey of Student Issues
- Recruit interns and volunteers
- Other duties as assigned by the ASOSU Executive Director of Government Relations
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.

Qualifications:
- Must be a currently enrolled student at Oregon State University for at least 6 academic credits.
- Must have a minimum cumulative GPA of 2.00

General ASOSU Job Requirements:
- Must attend all of the following:
  - Weekly one-on-one with the ASOSU Executive Director of Government Affairs
  - ASOSU All-Staff Meetings
  - ASOSU Internship Program
  - Retreats and workshops as requested (tentatively planned):
    - Team Liberation – TBD
    - Fall Staff Orientation – TBD
    - Oregon Students of Color Coalition (OSCC) Conference – November 15-17
    - Oregon Students for Equal Rights Alliance Symposium – TBD
    - Northwest Student Leadership Conference (NWSLC) – February 21-23
  - ASOSU Congressional Meetings once a term.


Hours: 20 hours per week during academic terms (10 of which must be done in the ASOSU offices)

Compensation: $10.11/per hour, paid on stipend for hours listed above

For Full Consideration Apply To: Snell 149 (SLI Front Desk), or email application materials to contact provided below. POSITION OPEN UNTIL FILLED

Applications Must Include: Resume, OSU General Eligibility Form, Cover letter to include the following:

Respond to the following in your cover letter:

“What past experience can you draw upon to help ASOSU innovatively advance its mission and vision, within the position(s) for which you seek?”

For Information, Contact: Taylor D. Sarman, Executive Director of Government Relations Email: asosu.gov@oregonstate.edu Phone: 541-910-5711