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 Director of Graduate Affairs shall assist the ASOSU in promoting self-governance in the best interest of graduate students at Oregon State University. This includes, but is not limited to, outreach to the graduate students community and coordinating campaigns to support graduate students.

Job Responsibilities:
• Know recent and relevant knowledge of ASOSU and the mission of ASOSU programs
• Plan campaigns to create positive concrete change for students throughout the year
• Be responsible for gathering information, tracking legislation, and conducting research on issues and policies concerning graduate students
• Work closely with faculty, staff and administrators, ASOSU legislative branches, the Coalition of Graduate Employees (CGE), and the INTO OSU Graduate Pathway Program
• Be an advocate for graduate students/employees
• Update Executive Cabinet on issues concerning graduate students
• Identify and develop areas of involvement in graduate student affairs in which ASOSU should engage
• Write an article on current campaigns and goals at the request of the Executive Director of Marketing or the Executive Director of Community Resources
• Create a comprehensive filing system to facilitate ongoing research and data compilation on graduate students
• Inform students of issues and legislation of importance and gather student opinion on the issues
• Recruit and coordinate a task force to accomplish the duties mentioned above and hold at least one task force meeting a week
• Report to the ASOSU House of Representatives and Senate at least once per term on the campaigns and goals of the task force
• Maintain the Graduate Student Affairs Task Force Budget
• Work with Executive Director of Government Relations to ensure representation of graduate students in the Oregon Student Association
• Be a member of the OSU Faculty Senate by sitting on the Graduate Council
• Ensure representation of graduate student issues on the ASOSU D.C. Lobby Trip
• Coordinate the Graduate Reception in collaboration with the ASOSU Congress, CGE, the Graduate School and any other graduate student organization interested in participating
• Update content on the ASOSU Graduate Student Affairs Task Force webpage, the Graduate Incident Database, Graduate Student Database and Graduate Student listserv termly
• Jointly moderate the Graduate Feedback site with the Graduate School’s GTA and CGE
• Attend cross-campus departmental graduate orientations to distribute ASOSU Graduate Student Affairs materials
• Work 15 hours per week during the academic year
• 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.

Qualifications:

- Must be a currently enrolled student at Oregon State University for at least 6 undergraduate academic credits or 5 graduate academic credits and maintain these minimum respective credits for duration of employment.
- Must have a minimum cumulative GPA of 2.00 if undergraduate student and 3.00 if graduate student.
- Must not be on conduct probation and must maintain term GPA of 2.00 or above for undergraduate student and 3.00 GPA for graduate student.
- **Must attend the following:**
  - Weekly one-on-one with the ASOSU Executive Director of Community Programs
  - ASOSU All-Staff Meetings
  - ASOSU Internship Class
  - **Retreats and workshops as requested**
    - Tentatively:
      - Fall Staff Orientation – 9/22-9/25
  - ASOSU Congressional Meetings as requested

Term of Employment: September 22nd 2013 – May 31st 2014
Hours: 15 hours/week (Fall, Winter, Spring)
Compensation (one of the following): $10.11/hr, paid as monthly stipend
For Full Consideration Apply By: **Friday, September 13th**
Applications Must Include: Cover Letter, Resume and OSU General Eligibility Form
For Information, Contact: Allie Bircher
ASOSU Executive Director of Community Programs
asosu.hiring@oregonstate.edu