



SAFERIDE ASSISTANT PROGRAM SPECIALIST (OPERATIONS)

Position Description 2017-2018

SafeRide Mission Statement:

SafeRide is a service dedicated to providing an alternative safe ride home or to campus for Oregon State University students free from judgement.

Responsibilities of the SafeRide Assistant Program Specialist:

- Oversee maintenance, cleaning, and necessary repairs of vehicles and all operations equipment
- Coordinate with Motor Pool with pick up and drop off of vehicles for maintenance
- Utilize an inventory tracking system to manage inventory and oversee usage of all supplies
- Ensure all policy and protocol documents provided for staff in the vehicles are up to date
- Keep iPads up to date with appropriate software, apps, etc.
- Coordinate with the Outreach Assistant Program Specialist when updating iPads for advertising program
- Review and respond to the check in/check out forms and nightly log written by the Facilitators
- Work, as needed, with the Specialists and Coordinator to respond to all mechanical/equipment issues in a timely manner
- Work with others on the Leadership Team (Assistant Specialists and Facilitators) to create a staff culture of safety, inclusivity and engagement where all staff and riders feel welcome
- Model professional, academic, and personal integrity in all interactions with staff and riders
- Intentionally develop and maintain positive relationships with all staff and facilitate a positive and healthy work environment
- Facilitate the implementation of socially just practices within all aspects of SafeRide through ongoing training and engagement with staff to raise consciousness and awareness of social justice issues
- Develop and implement position-specific projects that meet rider and/or staff needs and align with SafeRide initiatives and programmatic/staff learning outcomes
- Maintain a comprehensive knowledge of all SafeRide policies and incident response protocols and effectively respond to and report incidents as they occur
- Maintain the highest levels of confidentiality when working with student information
- Manage SafeRide lost and found
- Keep office area clean and organized
- Assist with room reservations for staff meeting/training preparation
- Develop and distribute weekly staff newsletter and weekly Leadership Team email updates
- Update and manage staff and rider contact lists
- Complete all required trainings in a timely manner, as assigned
- Other duties as agreed upon with Coordinator
- Must attend the following:
 - SafeRide Leadership Team Training (September 4-8, 2017)

- All Staff Training (September 11-15, 2017)
- Weekly meeting with Coordinator
- Weekly Leadership Team Meeting
- Weekly individual meetings with Facilitators
- Monthly All Staff Meetings

Required Qualifications:

- Must have three (3) terms experience working for ASOSU SafeRide
- Must be able to lead and support SafeRide staff as a peer supervisor
- Must be able to effectively communicate both verbally and in writing
- Must be able to manage multiple projects simultaneously and accomplish tasks in a timely manner
- Must be able to be self-managed and work independently when needed
- Must be able to collaborate with other staff to effectively complete projects
- Must be able to think critically to manage incidents that arise and to support staff in following appropriate SafeRide policies and protocols
- Must be willing to participate in creating a socially just and inclusive work environment
- Must have a commitment to supporting student safety and success
- Must be currently enrolled as a student at Oregon State University for at least 6 academic credits
- Must maintain a 2.5 GPA for every term employed with SafeRide
- Must be in good academic standing and conduct for the term prior to selection and during entire period of employment
- Must have a valid US driver's license and been licensed to drive for a minimum of 2 years
- Upon hire, must complete and pass a criminal background check and provide a 3 year DMV/Driver History report

Desired Qualifications:

- Experience working with campus and community organizations in a leadership capacity
- Experience supervising and supporting peers
- Experience facilitating meetings, group dialogue and resolving conflict

Terms of Employment:

Employment begins in September 2017 (with training during summer term) and ends on Friday, June 15th, 2018

Hours: Maximum of 20 hours/week Fall-Spring Terms '17-18

Compensation: \$11.75/hour

How to Apply:

To apply, please visit the following website: asosu.oregonstate.edu/employment

As part of the online application process, you will be asked to submit the following information:

1. Current Resume
2. Cover Letter stating why you are interested in the position and outlining how you meet the required qualifications for the position
3. Three (3) professional references, including contact information for each reference
4. A list of co-curricular commitments, anticipated internships, study abroad intentions, or any other relevant interests and time commitments we should know about*

*Please include your list of co-curricular commitments at the end of your resume or cover letter, as there will not be an option to upload them as a separate document.

If you need support in developing your resume or cover letter, please seek assistance from The Career Development Center. They are located at B008 Kerr Administration Building. You can seek information on their website at career.oregonstate.edu or by contacting them via email/phone at career@oregonstate.edu or (541) 737-4085.

SafeRide Contact Information:

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*Brittany Nefcy, **SafeRide Coordinator***

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Please note: 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.