



## **SAFERIDE ASSISTANT PROGRAM SPECIALIST (OUTREACH)**

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### **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 Program Specialist:**

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- Manage all aspects of the advertising program
- Coordinate with the Operations Assistant Program Specialist when updating iPads for advertising program
- Assist Coordinator and Specialist with advertising client contracts
- Manage all SafeRide social media accounts
- Work with campus organizations to promote events
- Oversee all promotional projects such as flyers, website updates, tabling information, business and informational cards
- Coordinate tabling at campus events
- Provide information about SafeRide services to campus partners
- Work with 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
- 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
- Work to develop and implement 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
- Serve as a SafeRide representative/advocate at OSU and community functions
- 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:

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- 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 and to
- 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:

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- Experience with social media management
- Experience with graphic design programs such as Adobe Creative Suite and Microsoft Office Suite
- 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:

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

Hours: Maximum of 30 hours/week Summer Term '17 and 20 hours/week Fall-Spring Terms '17-18

Compensation: \$11.75/hour

## How to Apply:

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To apply, please visit the following website: [asosu.oregonstate.edu/employment](https://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](http://career.oregonstate.edu) or by contacting them via email/phone at [career@oregonstate.edu](mailto:career@oregonstate.edu) or (541) 737-4085.

## **SafeRide Contact Information:**

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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.*