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 Academic 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 coordinating projects and campaigns that will increase campus livability and academic success for OSU students.

Job Responsibilities:

- Maintain effective working relationships with the OSU Administration and departmental leadership
- Be responsible for gathering information and tracking OSU programs that impact students
- Create a comprehensive filing system to facilitate ongoing research and data compilation on critical OSU issues
- Write an article on current campaigns and goals at the request of the Executive Director of Marketing or the Executive Director of Community Programs
- 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
- Collaborate with other student organizations and administrative areas including, but not limited to, University Housing and Dining Services, Faculty Senate, and the Greek Community addressing campus/academic issues
- Maintain a clean office environment and work space
- Actively participate with the ASOSU team
- Maintain a strong presence at campus and community events
- Maintain the Campus Affairs Task Force Budget
- Recruit interns and volunteers for the internship class
- Work 15 hours per week during the academic year

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
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
Application Drop-off Snell 149 (SLI Front Desk) or send application to email below
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