ASOSU
Director of Community Affairs
POSITION ANNOUNCEMENT

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 Community 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, outreach to the local community and devising campaigns to benefit student’s lives.

Job Responsibilities:

• Be responsible for establishing effective working relationships with the Corvallis City Council, Mayor, City Manager, City Departments, and Benton County
• Be responsible for gathering information and tracking legislation and programs at the city level that impact the students of OSU
• Create a comprehensive filing system to facilitate ongoing research and data compilation on critical community issues
• Identify and develop areas of involvement in the city of Corvallis in which ASOSU should engage
• Maintain student representation on City Council
• Inform students of issues and legislation of importance, gather student opinion on the issues, and encourage student participation in city governance
• Conduct research pertaining to current concerns at the city level
• Work closely with the Corvallis City Council members, local ward representatives, and ASOSU’s Corvallis City Council liaison.
• Advise the Executive Cabinet on city issues
• Using direct action organization techniques, plan campaigns to create positive concrete change for students
• 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
• Collaborate with other student groups
• Report to the ASOSU House of Representatives and Senate at least once per term on the campaigns and goals of the task force
• 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 Community Affairs Task Force Budget
• Work 15 office 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
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