Position Description: ASOSU Diversity and Inclusion Director

Posting Title (jobs.oregonstate.edu): ASOSU Advocate for Diversity and Inclusion

The Diversity and Inclusion Director serves on the ASOSU President’s team to support development among student leadership, and at the university, the values of diversity and inclusion. The Diversity and Inclusion Director helps to ensure ASOSU fulfills its mission of representing all students at Oregon State University by working to build relationships with student groups and organizations representing a multitude of backgrounds and life experiences.

These efforts include collaborating with ASOSU executive staff and student leaders on ASOSU’s ongoing advocacy, with a focus on identifying and addressing inequities, building community belonging, and helping acknowledge the necessary steps to ensure equal access to important resources.

Given the limited hours and timeline of ASOSU’s advocacy, these responsibilities (including those provided below) may be amended or vary depending on ongoing priorities, needs, or emergent issues and/or circumstances.

Position Duties

Community and Advocacy Work
- Communicate ASOSU’s interest and keep up to date with programs, groups, and resources pertaining to diversity and inclusion on campus and in the broader community;
- Work collaboratively with executive staff tasked with addressing policy advocacy, to ensure the values of diversity and inclusion are upheld as part of local and legislative policy advocacy, as well as University policy;
- Assist the executive branch in communicating a welcoming atmosphere for students of diverse cultural, social, and economic backgrounds, and in identifying opportunities to expand availability of campus resources where barriers to access may occur;
- Communicate with University offices and faculty on issues pertaining to Institutional Diversity and Inclusion;
- Provide support for students of diverse cultural backgrounds and encourage the development of an inclusive campus;
- Provide support for students of limited socioeconomic backgrounds and encourage the development advocacy to support low-income students;
- Provide leadership to staff on the Diversity Team through one-on-one meetings;
- Serve as a point of contact for interfaith or religious/spiritual student affinity groups and organizations;
- Work with on-campus services and programs, such as the Asian and Pacific Cultural Center, Centro Cultural César Chévez, Ettihad Cultural Center, Lonnie B. Harris Black Cultural Center, Native American Longhouse Eena Haws, Pride Center, SOL, Women and Gender Resource Center, AYA, Disability Access Services, Nia Black.
Scholar and munk-skukum Living-Learning Communities, Military & Veterans Resource Center, Spiritual Life at OSU, the Office of Institutional Diversity, Public Safety and other engagement programs to provide connections and knowledge regarding services available to students;

- Work with the Office of Institutional Diversity, and Diversity and Cultural Engagement, to track university diversity, social justice, and equity initiatives;
- Work collaboratively with executive staff tasked with addressing issues of diversity and inclusion, and address these matters as a part of broader advocacy efforts;
- Meet with the ASOSU President and Vice President to discuss policy issues pertinent to OSU students with respect to the values of diversity and inclusion;
- Work with executive leadership and staff to develop opportunities for student input in areas of diversity, inclusion, equity, and equal access in higher education and related areas.

Organizing Student Involvement

- Work to provide opportunities for input and involvement in ASOSU for students of underrepresented backgrounds, communities, and/or perspectives;
- Encourage and provide opportunities for feedback on ASOSU’s ongoing programs, advocacy, and services, to address emergent or unaddressed student needs;
- Assist staff within the Diversity Team on developing initiatives to address concerns of their respective advocacy areas.

Administrative Tasks

- Facilitate and attend meetings with the Diversity Team
- Provide oversight for the Diversity Team
- Attend regular all-executive staff meetings and debrief meetings;
- Provide a report to the ASOSU Congress at least once per term;
- Serve as an ex-officio member on the ASOSU Student Advisory Board;
- Assist the Chief of Staff by providing relevant input during expenditure processes;
- Meet with ASOSU Faculty Advisor twice per month for one-on-one meetings;
- Meet regularly with the ASOSU President and Vice President;
- Send the Chief of Staff a schedule of working hours at the beginning of each academic term.

Other Campaigns and Initiatives

- Serve and work on additional committees and campaigns, such as the Voter Registration Drive and ASOSU Elections, at the direction of the ASOSU President;
- Other duties as assigned by the ASOSU President and Vice President.

Minimum Qualifications

Employment Eligibility Requirements
(http://fa.oregonstate.edu/stu-manual/500-employment-eligibility-requirements)
**Additional Required Qualifications**

- **ASOSU Constitution eligibility requirements:**
  - Undergraduate students shall have earned at least six hours of credit in their most recently completed term, be currently registered for at least six hours, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 2.00.
  - Graduate students shall have earned at least five hours of credit in their most recently completed term, be currently registered for at least five hours, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 3.00.
- Must be available for training for the week of July 18th
- A commitment to promoting and advancing diversity and creating an atmosphere of inclusion;
- Communication skills in areas including but not limited to interpersonal, public speaking, digital, verbal, and written communications;
- Ability to manage time and work accurately with interruptions to meet a deadline;
- Work well under pressure, exercising flexibility, initiative, good judgment, and discretion.

**Desired Skills for Successful Candidates:**

- Willingness to be adaptable, to accept changes and try new things;
- Ability to work independently as well as in a team;
- Experience working with ASOSU, or other organizations focusing on student advocacy, campus involvement, diversity and inclusion, or other related areas;
- Strong organizational skills and ability to delegate tasks;
- Experience in leading and directing individuals.
- Experience partnering with peers from BIPOC communities and exploring topics that impact BIPOC communities.

**Employment Details**

**Term of Employment:** July 18th, 2022, serving at the pleasure of the ASOSU President until June 1, 2023.

**Hours:** Currently budgeted for no more than 20 hours per week*; scheduling and further guidance will be provided by the President and Vice President post-hire.
Some weeks may involve less work than the maximum, but leadership will work to provide as many opportunities as reasonably possible to advance ASOSU’s policy priorities and fill the employee’s available time.

*Subject to change based on available funds and administrative policies. University policy places a firm limit of 20 hours per week for all student employees throughout the regular academic year.

Compensation: Hourly (clocked) wage of $16/hr., for Summer, Fall, Winter, and Spring (not including final exam weeks).

Application Requirements

Application Deadline: June 27th, 2022

Application must include the following:

- Cover letter (one page)
- Resume
- Two references
  - Please provide contact information, preferably a phone number, instead of letters of recommendation. To maintain fairness, letters of recommendation will not be read by the hiring committee.

In addition, applicants will respond to the following prompts (200-400 words each for 1. and 2.):

1. Describe one or more areas of student-related advocacy of interest to you, and explain what you have done or would like to do to advance them.
2. What do the values of diversity and inclusion mean to you, and what impact would these values have in your work?
3. (Yes/No) Will you be available the week of July 18th for training?

For additional information, please contact:

Matteo Paoa, President — asosu.pres-elect@oregonstate.edu
Sierra Young, Vice President — asosu.vp-elect@oregonstate.edu

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, LGBTQ2S+, community members and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Oregon State University in Corvallis, Oregon is located within the traditional homelands of the Mary’s River or Ampinefu Band of Kalapuya. Following the Willamette Valley Treaty of 1855 (Kalapuya etc. Treaty), Kalapuya people were forcibly removed to reservations in Western Oregon. Today, living descendants of these people are a part of the Confederated Tribes of Grand Ronde Community of Oregon (https://www.grandonde.org) and the Confederated Tribes of the Siletz Indians (https://ctsi.nsn.us).