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 Environmental 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, campaigning to ensure sustainable practices at OSU and to further student’s role in this movement.

Job Responsibilities:

- Be responsible for gathering information, tracking legislation, and conducting research on issues and policies concerning environmental issues
- Create a comprehensive filing system to facilitate ongoing research and data compilation on environmental issues
- Identify and develop areas of involvement in environmental affairs in which ASOSU should engage itself
- Inform students about important issues and legislation and gather student opinion on the issues
- Provide resources for students desiring information about environmental affairs
- Collaborate with Campus Recycling, Business Services, the Student Sustainability Initiative, and others in the planning of Earth Week activities
- Serve on the Provost’s Sustainability Council on behalf of ASOSU
- Serve on the OSU Sustainability Fee Committee and assist in projects funded by the sustainability fee
- Advise the Executive Cabinet on environmental issues
- Plan campaigns to create positive concrete change for students throughout the year
- 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, Campus Recycling, OSU Sustainability Office, Student Sustainability Initiative, and Residence Hall Association to address environmental issues
- Maintain a clean office environment and work space
- Actively participate with the ASOSU team
- Maintain the Environmental Affairs Task Force Budget
- Maintain a strong presence at campus and community events
- 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 invest 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 engage in participation with 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