Position Description: ASOSU Graduate Affairs Coordinator

Posting Title (jobs.oregonstate.edu): ASOSU Associate for Graduate Affairs

Position Summary

The Graduate Affairs Coordinator serves on the ASOSU President’s team to assist with outreach and advocacy on behalf of Graduate students, working to ensure that all students on the Corvallis campus are supported. This coordinator will also work closely with other members of the ASOSU Executive Branch and the Diversity Team to develop diversity-based initiatives and programs to raise awareness and engage the student body on issues related to the ASOSU Executive Branch diversity priorities. This position will serve as a liaison between ASOSU and Graduate student clubs and orgs, as well as the Coalition of Graduate Employees.

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

Position Duties

Community and Advocacy Work:

- Partner with and advocate on behalf of students in the Graduate School, Coalition of Graduate Employees (CGE), and the INTO OSU Graduate Pathway Program;
- Work with graduate student groups and the Graduate Student Council to determine opportunities for ASOSU engagement and support in graduate student concerns.
- Work with the Policy Director and Local and Legislative Policy Coordinator to track legislation of importance that pertains to graduate students;
- Ensure ASOSU Representation/participation in the OSU Graduate Council;
- Maintain a strong presence at campus and community events, particularly those that pertain to Graduate students;
- Assist in the recruitment of Graduate students to ASOSU (House of Representatives, Executive Branch, Faculty Senate Student seats);
- Connect with Office of International services, Diversity & Cultural Engagement, and the Cultural Resource Centers to ensure the needs of Graduate students are being met;
- Advocate for fair treatment and pay for all graduate students;
- Plan campaigns to create positive concrete change, particularly for graduate students, throughout the year;
- Advise the ASOSU President, Vice President, and Executive Branch staff on graduate student issues;
- Maintain current knowledge of on and off campus community resources, initiatives, movements, and programs pertaining to graduate students;
Administrative Tasks:
- Attend regular Diversity Team and all-Executive staff meetings
- Provide a report to the ASOSU Congress at least once per term;
- Assist the Chief of Staff by providing relevant input during expenditure processes;
- Meet with ASOSU 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 August 8th;
- 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.

Preferred (Special) Qualifications

- 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;
- Knowledge of graduate student issues/resources and experience advocating for graduate students
- Experience in leading and directing individuals.
Working Conditions / Work Schedule

**Term of Employment:** August 8th, 2022, serving at the pleasure of the ASOSU President until June 1, 2023.

**Hours:** Currently budgeted for no more than **15 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 **$15.50/hr.** for Summer, Fall, Winter, and Spring (not including final exam weeks).

Application Requirements

**Application Deadline:** July 8th, 2022

**Application must include the following:**

- Cover letter (one page)
- Resume
- Two references
  - Please provide contact information including the email address and phone number. 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 that are 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 August 8th for training?

**For additional information, please contact:**
Matteo Paola, President — asusu.pres@oregonstate.edu
Sierra Young, Vice President — asusu.vp@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.grandronde.org) and the Confederated Tribes of the Siletz Indians (https://ctsi.nsn.us)