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 the International Student Affairs Task Force shall assist ASOSU in promoting the wellbeing of students who identify within international student communities at Oregon State University. This includes, but is not limited to, outreach and advocacy on behalf of international students, working to ensure that all international students on campus are supported, and assisting international students in gaining access to resources.

Job Responsibilities:

- Be informed on recent and relevant knowledge of ASOSU and ASOSU programs
- Foster positive and welcoming working relationships not only with ASOSU members, but also campus and community members
- Be an advocate for international affairs regarding international students concerns
- Collaborate with other student organizations and administrative areas including, but not limited to, the International Students of Oregon State University (ISOSU), the International Resource Center, OSU International Programs, INTO, Intercultural Student Services, the Cultural Centers, Pride Center, and Women’s Center on international student issues
- Work closely with faculty, staff, administrators, the ISOSU executive team, and the INTO program
- Be primarily responsible for gathering information, tracking legislation, and conducting research on issues and policies concerning international students in higher education.
- Inform students of issues and legislation of importance, gather student opinion on the issues and encourage student participation in the student government
- Write an article on current campaigns and goals at the request of the Executive Director of Communications or the Executive Director of Programs
- Update the Executive Director of Diversity Programs on international student issues
- Plan campaigns to create positive concrete change for students throughout the year
- Conduct research projects (such as surveys, petitions, and focus groups) in order to gather student concerns and interests, and represent those interests to ASOSU officers and OSU administrators
- Report to the ASOSU House of Representatives and Senate at least once per term on the campaigns and goals of the task force
- Create a comprehensive filing system to facilitate ongoing research and data compilation on issues concerning international students
- Maintain the International Student 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
For Information, Contact: Mohamed Elgarguri
ASOSU Executive Director of Diversity Programs
asosu.hiring@oregonstate.edu

Applications Must Include: Cover Letter, Resume and OSU General Eligibility Form