Position Description: **ASOSU International and Cultural Advocacy Coordinator**

**Posting Title (jobs.oregonstate.edu):** ASOSU Associate for International and Cultural Advocacy

**Position Summary**

The **International and Cultural Advocacy Coordinator** serves on the ASOSU President’s team to advocate for international students and students from a diversity of backgrounds and identify issues affecting students belonging to these communities. The International and Cultural Advocacy Coordinator will work closely with other members of the ASOSU Executive Branch and the Diversity Team to develop community-based initiatives and programs to raise awareness, highlight resources, and engage the student body with identified issues related to international students and students with diverse backgrounds.

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:**

- Create and develop intersectional, collaborative programs and initiatives pertaining to international students and students from a diversity of backgrounds, and issues impacting these communities;
- Attend on-campus programs and events that are relevant to international students and students from a diversity of backgrounds;
- Communicate with Cultural Resource Centers (CRCs) and affiliated student organizations to maintain positive relationships between the student government and campus cultural resources;
- Foster relationships with student cultural organizations and communities, and seek to collaborate with members of the student government to ensure better understanding of the impact of student government and University policies on the student body;
- Communicate with international student groups and organizations to better inform policy advocacy on issues relating to international students;
- Identify opportunities for collaboration across University offices and student organizations to provide support and promote an inclusive learning environment for international students;
- Connect with INTO OSU and the Office of International Services to support international student issues as part of broader advocacy efforts and communicate these priorities to community partners;
Identify areas of funding deficiencies in relation to international and cultural affairs and advocate for greater funding in those areas, as needed;

Communicate and collaborate with student organizations, departments, and resources within Diversity and Cultural Engagement and the Cultural Resource Centers to maintain positive relationships between the student government and organizations providing cultural student resources. These may include affinity groups such as the Asian Pacific American Student Union (APASU), the Black Student Union (BSU), the Malaysian Students Association (MASA), the Native American Student Association (NASA), and Movimiento Estudiantil Chicano de Aztlán (MEChA);

Communicate with INTO OSU, Office of International Services, International Peer Mentoring Program, International Student Advisory Service, and other student organizations and resources to maintain positive relationships between the student government and organizations providing international student resources;

Work with the Office of Institutional Diversity, and Diversity and Cultural Engagement, to track university diversity, social justice, and equity initiatives, and policies relating to international and multicultural students;

Provide resources for international and multicultural students, and their families and associates, to interact with the student government and learn more about campus services;

Work with the ASOSU Policy Director and Local and Legislative Policy Coordinator on issues and policies concerning international and multicultural students in higher education;

Advocate to create a safe, open, and inclusive environment for international students and students from a diversity of backgrounds;

Work with leadership to be available, and/or connect community members with ASOSU resources, through events related to international and multicultural student affairs, which may include those hosted by INTO OSU, Office of International Services, Diversity & Cultural Engagement, and the Cultural Resource Centers;

Facilitate the gathering of information, tracking legislation, and conducting research on issues and policies concerning international and multicultural student issues.

Identify and develop areas of involvement in international and cultural affairs in which the ASOSU Executive Branch should engage itself.

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
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 or experience working with international students and students with diverse backgrounds.

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, 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 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).