Position Description: ASOSU Local and Legislative Policy Coordinator Posting Title (jobs.oregonstate.edu): ASOSU Associate for Local and Legislative Policy

Position Summary

The Local and Legislative Policy Coordinator serves on the ASOSU President’s team to advocate for and support priorities aimed at improving tuition affordability, community livability, social justice, and other priorities of concern to the President and in service of the campus community, with a particular focus on local politics, as well as supporting legislative advocacy with the Policy Director.

Policy advocacy includes communicating these priorities to local officials, including those affiliated with the county and city, and from time to time, the administration of the university itself. It also, importantly, includes interfacing with state and federal legislators to provide ASOSU and the student body at-large a voice in legislative affairs.

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

Legislative Advocacy and Programming:

- Work with the other Policy Team staff to communicate with local, state, and federal representatives on policy priorities under the direction the ASOSU President;
- Assist the Policy Director in tracking and recording events pertinent to ASOSU’s identified policy priorities, and particularly legislation and local government efforts;
- Encourage public officials to visit the OSU Corvallis campus and to provide a forum for public dialogue on issues of importance to students;
- Work collaboratively with executive staff tasked with addressing issues of diversity and inclusion, and address these matters as a part of broader advocacy efforts;
- Identify areas of interest for student engagement in the Corvallis and surrounding local community, including organizations with a focus on students and/or basic needs;
- Periodically and within limitations of time, attend Corvallis City Council meetings to listen, provide testimony in coordination with executive leadership, and report back to the ASOSU Policy Team on issue areas that affect students;
- Ensure the ASOSU attends to the local policy concerns of students residing outside Corvallis, Oregon;
- Work with the ASOSU President and Vice President at the outset of the year to formalize a set of advocacy priorities pertaining to OSU and students in higher education;
- Facilitate and take part in ongoing communications between the President, Vice President, Policy Director, and the Government Relations Office of Oregon State University, on shared priorities and student involvement.
- Work to maintain communication with counterparts from the Associated Students of the Cascades Campus (ASCC) student government at Oregon State University;
- Meet with the ASOSU President and Vice President to discuss policy issues pertinent to OSU students in local, state, and federal government, and in University policymaking. This may include, but is not limited to:
  - Tuition affordability
  - Housing affordability
  - Higher education policy
  - Sustainability and climate
  - Diversity and inclusion
  - LGBTQ+ equal rights
  - Social justice
  - Immigration
- Work in coordination with the ASOSU President and Vice President, and Policy Director, to extend requests to meet with public officials, and wherever possible, to establish ongoing relationships between their offices and ASOSU
  - A particular focus of the Local and Legislative Policy Coordinator will be maintaining relationships with local officials, which may include but is not limited to:
    - Corvallis City Councilors, Corvallis city staff
    - Committees or other groups within the City of Corvallis, such as the Corvallis Rental Property Management Group (RPMG), among others.
    - Benton County Commissioners, Benton County staff
    - Oregon state legislators or staff
    - When appropriate, state-level officials or entities outside Oregon’s Legislature
    - Members of the U.S. Congress or staff
    - In particular, members of Oregon’s delegation.
- Address university policy-level concerns on behalf of the student body, including through communication with on-campus programs and departments. These may include Community Engagement and Leadership, Diversity and Cultural Engagement, the Basic Needs Center, the Office of Advocacy, ASOSU Student Legal Services, and the Office of Student Conduct and Community Standards, and the Office of the Dean of Students;
- Assist in providing opportunities for students to advocate on legislative and policy matters, and to provide feedback on these issues to student leadership.

Organizing Student Involvement:
- Support student attendance to advocacy days in Salem, on behalf of the ASOSU and in conjunction with external organizations, such as the Beaver Caucus, the University Legislative Scholars, or other interested parties;
- As resources allow, help the ASOSU President and Vice President organize advocacy in Washington, D.C. (or, at least, on the federal level) on behalf of ASOSU and students at OSU;
- Assist and provide oversight to ASOSU’s efforts to register students to vote, in coordination with any campus partners;
● Help provide volunteer opportunities for students interested in ASOSU’s advocacy.

**Administrative Tasks:**
● Attend and help the Policy Director facilitate regular meetings with the Policy Team
● Attend regular 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 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](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 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 local, state, and federal government;
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 — asosu.pres@oregonstate.edu
Sierra Young, Vice President — asosu.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.grandonde.org) and the Confederated Tribes of the Siletz Indians
(https://ctsi.nsn.us).