Position Description: ASOSU Policy Director

Posting Title (jobs.oregonstate.edu): ASOSU Advocate for Policy

The Policy Director 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.

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. One of ASOSU’s primary responsibilities to the OSU student body is to represent students in areas of advocacy, and this position will play a significant role in that aim.

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. The Policy Director will work closely with the ASOSU President and Vice President to fulfill the policy needs of the ASOSU Executive Staff.

Responsibilities

May include, but are not limited to, the following:

Legislative Advocacy and Marketing

- Serve as the primary point of contact for the Policy Team in the ASOSU executive branch.
- Work with the ASOSU President and Vice President to formalize a set of advocacy priorities, and to discuss policy issues pertinent to OSU students in local, state, and federal government, and in University policymaking.
- Assist in reviewing communications by the Policy Team with the ASOSU President and Vice President for feedback and/or advice;
- Collaborate with the Diversity Team and Public Relations Team on matters relating to policy advocacy and/or the policy priorities of the ASOSU;
- Serve as a primary communicator for the activities of the Policy Team with the Diversity Team and the Marketing Team;
- Facilitate and take part in ongoing communications between the President, Vice President, and the Government Relations Office of Oregon State University, on shared priorities and student involvement;
- Maintain communication with counterparts from the Associated Students of the Cascades Campus (ASCC) student government at Oregon State University, as well as other student governments;
• Help executive branch leadership maintain strong relationships with student governments across the state, particularly on the issue of legislative and policy advocacy;
• Communicate with local, state, and federal representatives on policy priorities under the direction of the ASOSU President;
• Track and record 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;
• Work in coordination with the ASOSU President and Vice President to extend requests to meet with public officials, and wherever possible, to establish ongoing relationships between their offices and ASOSU, including (but not limited to):
  ○ County and/or city government officials and staff
  ○ Oregon state legislators or staff
  ○ Members of the U.S. Congress or staff
    ■ In particular, members of Oregon’s delegation
• Assist in providing opportunities for students to advocate on legislative and policy matters, and to provide feedback on these issues to student leadership.
• Communicate with other stakeholders and advocates to build coalitions on issues affecting students and higher education;
• Support and communicate regularly with other members of the executive staff to address the areas of advocacy specific to these positions, on the levels of governance described above.

Organizing Student Involvement
• Organize student attendance to advocacy days at the Capitol, on behalf of the ASOSU and in conjunction with external organizations, such as the Beaver Caucus, the University Legislative Scholars, or other interested parties;
• Serve as primary contact for statewide organizations focused on student level advocacy
• As resources allow, help the ASOSU President and Vice President organize advocacy in Washington, D.C. and at 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
• Facilitate regular meetings with the Policy Team. Provide oversight for the Policy Team;
• Attend regular all-executive staff and debrief meetings;
• Assist the Chief of Staff by providing relevant input during expenditure processes;
• Meet regularly one-on-one with members of the Policy Team;
• Provide a report to the ASOSU Congress at least once per term;
• Meet with ASOSU Faculty 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)

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 July 18th;
• 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.

Desired Skills for Successful Candidates:

• 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;
• Experience in leading and directing individuals.
• Familiarity with the Oregon Legislature and experience lobbying at the state/federal level.

Employment Details

Term of Employment: July 18th, 2022, serving at the pleasure of the ASOSU President until June 1, 2023.
**Hours:** Currently budgeted for no more than **20 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 **$16/hr.**, for Summer, Fall, Winter, and Spring (not including final exam weeks)

**Application Requirements**

**Application Deadline:** June 27th, 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 June 27th and September 12th for training?

**For additional information, please contact:**
Matteo Paola, President — asosu.pres-elect@oregonstate.edu
Sierra Young, Vice President — asosu.vp-elect@oregonstate.edu

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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).