Position Description: **ASOSU Veterans and Nontraditional Students Advocacy Coordinator**

**Posting Title (jobs.oregonstate.edu):** ASOSU Associate for Veteran and Nontraditional Student Advocacy

**Position Summary**

The **Veteran and Nontraditional Students Advocacy Coordinator** serves on the ASOSU President’s team in the ASOSU Executive Branch to advocate for veteran and non-traditional students and identify issues affecting students belonging to these communities. The Veteran and Nontraditional Students 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 the identified issues related to veteran and non-traditional students.

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 veteran and non-traditional students;
- Attend on-campus programs and events that are relevant to veteran and non-traditional students;
- Communicate with the Student Veterans Association (SVA), Military and Veteran Resources Center (MVRC), and other student organizations and resources to maintain positive relationships between the student government and organizations providing veteran resources;
- Provide resources for veterans, and their families and associates, to interact with the student government and learn more about campus services;
- Communcate with relevant campus departments, organizations, and community stakeholders on issues pertaining to non-traditional students, as well as student parents, and individuals with respect to other considerations reflecting the diverse educational circumstances of the student body;
- Provide a resource for nontraditional 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 veteran and non-traditional students in higher education;
- Advocate to create a safe, open, and inclusive environment for veteran and non-traditional students;
- Work with leadership to be available, and/or connect community members with ASOSU
resources, through events related to veteran and non-traditional student affairs, which may include those hosted by the Military and Veterans Resource Center, ROTC, the Student Veterans Association, the Office of the Registrar, and the Basic Needs Center;

● Facilitate the gathering of information, tracking legislation, and conducting research on issues and policies concerning veteran and non-traditional student issues

● Create and partner on programming and awareness for Veterans Day and Memorial Day;

● Identify and develop areas of involvement in veteran and non-traditional student affairs in which the ASOSU Executive Branch should engage itself.

● Engage in transfer student advocacy and partner with campus resources to improve the experience of transfer 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

(\text{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 8, 2022

● 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 Veteran and Non-traditional students

Working Conditions / Work Schedule

Term of Employment: August 8, 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.grandronde.org) and the Confederated Tribes of the Siletz Indians (https://ctsi.nsn.us).