Position Description: ASOSU Women and Gender Advocacy

Coordinator Posting Title (jobs.oregonstate.edu): ASOSU Associate for Women and Gender Advocacy

Position Summary

The Women and Gender Advocacy Coordinator serves on the ASOSU President’s team to assist with outreach and advocacy on behalf of women and non-binary identifying students, working to ensure that all students on campus are supported. The Women and Gender Advocacy Coordinator will assist with gaining access to resources that can be useful to the mission of ASOSU within Oregon State University.

This coordinator will also work closely with other members of the ASOSU Executive Branch and the Diversity Team to develop diversity-based initiatives and programs to raise awareness and engage the student body on issues related to the ASOSU Executive Branch diversity priorities.

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. The Women and Gender Advocacy Coordinator will work closely with the ASOSU President and Vice President to fulfill the program needs of the ASOSU Executive Staff.

Position Duties

Community and Advocacy Work:

- Create and develop intersectional, collaborative programs and initiatives pertaining to women and gender advocacy;
- Attend on-campus programs and events that are relevant to women and non-binary students;
- Communicate with the Hattie Redmond Women and Gender Center (WGC) and affiliated student organizations to maintain a positive relationship between the student government and the WGC;
- Work with other members of the staff to support women’s issues as part of broader advocacy efforts and communicate these priorities to community partners;
- Identify areas of funding deficiencies in relation to women and gender affairs, and advocate for greater funding in those areas, as needed;
- Build relationships with and collaborate with other student organizations and administrative areas including, but not limited to, Center Against Rape and Domestic Violence (CARDV), Center for Advocacy Prevention and Education (CAPE), Cultural Resource Centers, Student Health Services (SHS), and Counseling and Psychological Services (CAPS);
- Represent the ASOSU Executive Branch in regularly scheduled community meetings related to women and gender equity (for example, meetings hosted by: Women & Gender Resource Center, and AYA)
● Reach out to and establish connections with student organizations, academic colleges, and administrative departments working on women’s and non-binary identifying student advocacy;
● Collaborate with the Women and Gender Resource Center and other campus partners on Women’s History Month programs in March;
● Advocate to create a safe, open, and inclusive environment for women and non-binary students;
● Connect OSU community members with ASOSU resources through events related to women and gender affairs, such as events hosted by the Hattie Redmond Women and Gender Center and other cultural centers on campus;
● Identify and work to establish relationships with University partners to help the student body advocate to bridge inequities in higher education and related areas relevant to the student body, particularly along the lines of sex, or gender identity or expression;
● Communicate with University partners, other student government staff, and community stakeholders, to identify solutions and strategies to address the problems of interpersonal violence, sexual harassment, and other issues relating to personal safety, as well as policies and practices with regard to Title IX of the Education Amendments of 1972 (20 U.S.C.);
● Support campaigns surrounding Sexual Assault Awareness Month, including external programming such as the Take Back the Night event, according to availability, opportunity, and interest in ASOSU’s involvement;
● Work with campus partners to identify areas in which greater funding or resource allocation is necessary to support survivors of interpersonal violence;
● Identify and develop areas of involvement in women’s and non-binary student 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.
● Attend a Hattie Redmond Women and Gender Center meeting at least once per term (upon invitation).

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
(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 (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, women’s/gender affairs, or other related areas;
- Strong organizational skills and ability to delegate tasks;
- Experience/knowledge of advocacy topics relevant to Women and non-binary identifying students;
- Education in interpersonal and gender-based violence prevention, response, and support

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 including the email address and phone number. 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 that are 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)