Administrative Assistant Position Description, 2017-2018
Student Sustainability Initiative – Student Leadership & Involvement

The Administrative Assistant ensures that SSI’s internal policies and procedures reflect our organizational values and advocates for sustainable office practices campus-wide.

Student Leadership & Involvement
Transformative Learning * Intentional Engagement * Conscious Community
Authentic Leadership * Social Justice

Student Leadership and Involvement (SLI) shapes campus culture through self-discovery, leadership development, collaboration, community building, and social responsibility with a myriad of active learning opportunities, preparing students to be catalysts for a more equitable and caring world.

Within SLI, the Student Sustainability Initiative (SSI) works to advance student efforts to create a culture of sustainability at OSU through programming that fosters environmental, social, and economic justice. SSI believes educational institutions have a responsibility to model innovative tools, systems, and ways of thinking to create a more sustainable world and provide students opportunities to become leaders creating that change. To support SSI’s efforts to advance a culture of sustainability at OSU, the Administrative Assistant is responsible for maintaining a sustainable office culture: ensuring proper stewardship of student fees by tracking SSI’s finances and ensuring that SSI follows OSU’s financial policies and procedures, as well as modeling sustainability office practices to ensure our day-to-day operations reflect our organizational values. The Assistant is responsible for supporting student engagement in advocacy for ethical purchasing at OSU and consults with clubs, student organizations, and campus departments to promote sustainable office practices on campus as a whole.

The successful candidate will demonstrate an aptitude to be effective in all responsibilities of the position.

Position Responsibilities:

• **Responsible for knowing, updating, and enforcing all OSU/SLI purchasing policies and procedures:**
  o Remain up-to-date about policy changes and inform SSI staff (via email and announcements at staff meetings) when changes occur.

• **Manage the SSI financial system:**
  o Receive Purchase Requests (PRs) from SSI staff and review them 1-2 times per week for accuracy and completeness (check that the Initiative is listed, approximate head count, Fred Meyer code, advertisement attached for food, allowable purchase, etc).
  o Enter them into the Financial Tracking system on the MU Share Drive and deliver signed PRs to AABC once a week.

• **Create Budget Reports:**
  o At the end of each term, create a report documenting each initiative’s spending and meet with the facilitators to review them and correct discrepancies.
  o Respond to periodic questions from facilitators about spending totals for events.

• **Serve as the SSI liaison with AABC for all financial matters:**
Review and respond to questions regarding Purchase Requests, Professional Development Grant reimbursements, Personal Services Contracts, and general Contracts.

- **Lead the SSI Ethical Purchasing campaign**: Lead the Fair Trade committee seeking Fair Trade University certification. Plan and host two Fair Trade education events per term with support from the committee. Contribute Ecologue posts, facebook updates and website info about ethical purchasing, conscious consumption, gift economies, alternative holiday giving. Promote the Chinook Book ap. Through SSI media channels and at tabling events. Represent sustainability on SLI committees addressing purchasing policies.

- **Office management**:
  - Create the SSI office hour schedule (on SSI Google calendar) in advance of each term. Manage schedule change requests and post a hard copy of the schedule on an office white board.
  - Create a chart of staff availability each term to set staff meeting times and on-going all staff meeting needs.
  - Make room reservations and catering arrangements for all-SSI meetings including Staff Meetings, Professional Development, In-services, and Sustainability Partner meetings.
  - Ensure shared resources including the Essential Links and Policies document, Program Planning documents, SSI Passwords, and Staff Contact sheets are up-to-date each term.
  - Maintain office supplies from the SLI supply cabinet.
  - Update inventory of SWAG items in the SSI storage area once per term and lead SWAG purchasing efforts, in conjunction with the Marketing Coordinator.
  - Maintain and enforce the office Chore Chart, rotating responsibilities at the beginning of each term.
  - Assess internal office policies and procedures to ensure daily practices align with our values and mission (i.e. we’re using green office cleaning products, recycled paper, computers default to double-sided printing, etc.)
  - Schedule office maintenance with MU Building Services staff

- **Green Event Planning Education**:
  - Train other SLI staff on Green Event Planning using the SLI Values checklist and the OSU Green event guide.

- **General staff expectations**:
  - Remain knowledgeable about SSI’s initiatives, events, grants, and volunteer/job opportunities and respond to student inquiries in a professional and welcoming manner
  - Meet weekly with SSI Faculty Advisor to provide updates on work; come prepared and follow through on assigned tasks
  - Actively participate in weekly staff meetings, take meeting minutes
  - Actively participate in staff training and professional development opportunities
  - Uphold the values of Student Leadership & Involvement
  - 2.5 hours per term on average to support signature SLI events and programming
  - 2.5 hours per term on average for ongoing professional development and community building

**Required Qualifications**:
- Demonstrated organization skills
- Experience working independently and collaboratively
- Effective verbal and written communication skills
- Must be a currently enrolled student at Oregon State University for at least 6 academic credits
- Must be in good academic standing for the term prior to selection and during entire period of employment
- Must maintain at least a cumulative GPA of 2.0 (undergraduates) or 3.0 (graduates)

**Preferred Qualifications**:
- Demonstrated knowledge of and passion for holistic (environmental, social, and economic) sustainability
- Prior involvement in leadership activities, student organizations, event planning and/or outreach activities
- Budget tracking experience
- Familiarity with OSU financial policies and procedures
- Maintain at least a cumulative and term GPA of 2.5 (undergraduates)

Terms:
- Start date: September 5, 2017 (with one required training day spring term on May 21, 2017)
- Expected to work an average of 15 hours each week, including evening and weekend hours as required to implement effective programming
- Required to attend weekly staff meetings, individual supervisory meetings, and staff trainings
- Pay rate is $10.25 per hour

Training Commitment:
- Spring Training Day: Sunday, May 21, 2017
- Fall Training: Tuesday, September 5 – Tuesday, September 19, 2017

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, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Questions?
Contact Jen Myers, Student Sustainability Initiative Program Coordinator, by calling (541) 737-6938 or sending an email to jen.christionmyers@oregonstate.edu