SORCE Coordinator Position Description, 2017-2018
Student Leadership & Involvement

SORCE Coordinators lead in supporting allocation, tracking, and assessing use of $200,000 of Student Fees allocated to students, student organizations and Late Night Programs to support on-campus out of the classroom engagement.

**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 SORCE (Student and Organization Resources for Community Engagement) program** enhances the student experience by providing Student Incidental Fee resources to recognized student organizations, students and Late Night programmers, primarily supporting on-campus out of the classroom engagement that contribute in the following areas: health and well-being, diversity and global consciousness, career discovery and development, community and civic engagement, and personal and leadership development. We are seeking students who:

- think critically, creatively, and openly in a team-based environment
- are comfortable stretching themselves to learn new skills and experience new environments
- have above average communication (verbal and written) and organization skills

**Position Responsibilities:**

- Manage funding application process including-data submission, review, consultation, hearing
- Manage allocation process including -budget review, award processes, post event report and budget reconciliation.
- Provide administrative support for record keeping, award processing and other admin duties as assigned
- Facilitate relationships with students, student organizations and other SLI units
- Facilitate meetings, budget trainings and community information sessions
- Serve as the SLI nomination (one position) to the Student Incidental Fee Committee
- Contribute to maintaining awareness of and accountability to SIFC and University funding guidelines
- Support student organization leaders in development of program and activity budgets
- Promote and educate the student population about SORCE through execution of a marketing plan
- Maintain meeting minutes, activity records, term and annual reports
- Manage SORCE website
- Complete other tasks needed to support the work of Student Leadership and Involvement
Required Qualifications:
- Experience engaging with others from diverse or historically underrepresented identities, such as those based on national origin, race, ethnicity, sexual orientation, gender identity, ability, spirituality/religion, and/or political affiliation
- Must be enrolled for at least 6 academic credits at Oregon State University
- Must be in good academic and disciplinary standing for the term prior to selection and during entire period of employment
- Must maintain at least a cumulative GPA of 2.00 (undergraduates) or 3.0 (graduates) and be in good academic standing

Preferred Qualifications:
- Finance, Business or other related academic focus or related financial management experience
- Effective at project management in a self-directed environment, including: taking initiative, being self-motivated, setting timelines, organizing work with attention to detail, and following through on tasks
- Effective communication skills, including: written, interpersonal, and public speaking
- Experience building collaborative interpersonal relationships in team-based environments
- Ability to learn how to work in a Drupal based web environment
- Ability to be flexible and adaptable
- Interest and experience with social justice, civic and global engagement, and community betterment
- Ability to balance professional and personal boundaries
- Maintain at least a cumulative GPA of 2.5 (undergraduates) or 3.5 (graduates) and be in good academic standing

Terms:
- Hired for 2017–2018 academic year with the expectation of employment during fall, winter, and spring terms. Term of employment is September 5, 2017 through June 15, 2018. Expected to work an average of 15 hours per week
- Pay rate is $10.55 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, and 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 Robin Ryan, SLI Associate Director, by calling (541) 737-2917 or sending an email to robin.ryan@oregonstate.edu