



Student Leadership & Involvement

Oregon State University, Student Experience Center, 2251 SW Jefferson Way, Corvallis, Oregon 9733-2212
T 541-737-6938 | F 541-737-7504 | <http://sli.oregonstate.edu/>

**Administrative Coordinator
Position Description 2016-2017**

Student Sustainability Initiative – Student Leadership & Involvement

The Administrative project coordinator 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) engages students for a better self and a better world. SLI's mission is to create meaningful and diverse opportunities for leadership development and involvement experiences that cultivate positive social change. SLI delivers programs, services and opportunities that intentionally promote student learning, personal development, and inclusion in the diverse campus community.

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 the experiences to become leaders in their communities creating that change. To support SSI's initiative creating a Living Laboratory for Sustainability at OSU, the Administrative Coordinator is responsible for maintaining a sustainable office culture: ensuring proper stewardship of student fees by tracking our finances and preparing purchase requests, and ensuring that our day-to-day operations reflect our organizational values. The Coordinator is responsible for supporting student engagement in advocacy for ethical purchasing policy 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:

- Manage the SSI financial tracking system
- Serve as the SSI liaison with AABC for all financial matters
- Assess internal office policies and procedures to ensure daily practices align with our values and mission
- Lead the SSI Ethical Purchasing campaign
- Create and manage SSI office hour schedule and staff meeting times in advance of each term
- Train SSI staff and grant recipients on SSI purchasing policies and procedures
- Work with project coordinators and grant recipients to create PRs and make purchases in a timely and effective manner
- Regularly attend and actively contribute to Marketing & Admin committee meetings
- 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
- Maintain office supplies
- Schedules office maintenance with MU Building Services staff

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
- Experience educating, training, and/or mentoring others
- Experience in student organizing or advocacy
- Budget tracking experience
- Familiarity with OSU financial policies and procedures
- Maintain at least a cumulative and term GPA of 2.5 (undergraduates) or 3.0 (graduates)

Terms:

- Start date: October 24 2016
- Expected to work an average of 10-15 hours each week with some scheduled hours and some flexible program and project hours , as well as 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 \$10.05 per hour

Training Commitment:

- Required to participate in all staff training and professional development sessions

How to Apply

Send a résumé and cover letter explaining why you are interested in the Administrative Assistant position, how your experience prepares you for success in this position, and how this position will contribute to your experiential goals. Dates for interviews will be Monday and Tuesday October 17th and 18th, please include your availability on these dates in your application. Send application documents to Annie Kersting, at annie.kersting@oregonstate.edu. **Applications must be received by 11:59 pm on Wednesday, October 12, 2016.** For further inquiry or for Disability Accommodations please contact Annie at the email address above, or by phone at 541-737-3172.

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.