



Oregon State University

Human Services Resource Center

GRA, Research and Advocacy

The Human Services Resource Center (HSRC) at Oregon State University serves students who are homeless, food-insecure or otherwise experience challenges related to their experiences being under-resourced. This position at the HSRC will oversee the popular Food Assistance program - an application that distributes funds on a student's ID so they can buy meals on campus. Students apply for these funds each term and complete a 20 minute survey that gathers data about their experiences with food insecurity, housing insecurity and other markers of need. This application process is collecting valuable data with incredible opportunity to learn more about the lived experiences of under-resourced students. The successful candidate will examine this data more critically to inform future program changes or growth, identify opportunities to better support students, and story-tell back to stakeholders about the impact of decreasing financial aid awards and increased costs of living. Because this is a newer role with responsibilities still being developed, the successful candidate should be willing to adjust and pivot as needs are identified.

Part of the: HSRC Leadership Team, Department of the Office of Student Life

What you can expect:

- The ability to take on existing programs and projects- or to pitch new projects, ideas and programs to the HSRC staff and have a high degree of ownership of those projects, ideas and programs. You'll be empowered to bring your ideas to full fruition with as much independence and trust as possible – alongside a supportive supervisor who wants you to succeed and create a positive impact for the students at Oregon State University.
- In an academic environment where the education of lower income, first-generation and students of color are increasingly important and integrated into national and regional priorities, you can expect to leave this position with an understanding of how academic institutions and community based organizations (CBOs) can and do work together to accomplish these goals.
- An opportunity to develop a deep understanding of financial aid processes, social service programs, the role CBOs play in getting underserved students to and through higher education, and effectively creating partnerships with on campus and off campus partners.
- Professional experience that will translate well to professional positions serving students on college or university campuses and/or in CBOs that are doing similar work in the non-profit

community.

- Professional development and leadership experiences, both locally and regionally/nationally at your interest level.
- An educationally supportive environment where you can ask questions, seek collaboration and learn while building personal relationships that will encourage and challenge you to be your best professional self.
- An opportunity to advocate for social change locally and regionally so that students who are food-insecure, low income or homeless are able to find academic success in the years and decades to come

General Job Responsibilities:

- Oversee Food Assistance programs, Mealbux and Full Plate Funds and supporting email-based interventions
- Forward high-need, and applications of students in immediate crisis to professional staff
- Evaluate Food Assistant program effectiveness and impact, refining and revising in close consultation with Assistant Director
- Research and gather important institutional benchmarks of affordability
- Compile institutional and HSRC data into an annual report, with high visuals/graphs and a compelling case about the imperative of college affordability, integrate content into various HSRC marketing and messaging materials
- Other small research projects as assigned
- Compile HSRC term report data into a central tracking location.
- Provide indirect supervision to HSRC student staff occasionally collaborating on small projects
- Co-develop and facilitate HSRC training, meetings, inservices and other professional development opportunities as needed in collaboration with other GTA and the Assistant Director for the HSRC.
- Attend and support HSRC meetings, events, and some shopping style pantry dates
- Share HSRC data with select campus and community partners.
- Actively collaborate with student staff members, including but not limited to: administration of services, event planning, outreach, and service learning and blog post drafting and support.
- Maintain positive and supportive relationships with all HSRC staff, volunteers, and clients, as well as campus and community partners.
- Develop and offer presentations to students, faculty, staff, and community members as needed.
- Serve as HSRC representative with select groups and committees.
- Attend posted, regular, office hours in the HSRC main office each week. Complete administrative tasks in a timely manner. Assist with regular data collection and reporting.
- Provide general office support, such as answering phone calls, replying to emails, and greeting students in the office
- Cross train with other HSRC staff
- Assist with student staff recruitment, interviews and selection (with other HSRC staff)
- Respond to inquiries in a timely manner
- Maintain clear professional and personal boundaries with students served
- Maintain the highest levels of confidentiality when dealing with student information and sensitive situations
- Write 1-3 blog posts per term.
- Other duties as assigned

Qualifications:

- Must be currently accepted as a Graduate Student at Oregon State University, ideally in a research-based academic program.
- Must be in good academic standing for the term prior to selection and during entire period of employment.
- Must have working knowledge and/or willingness to adopt and learn standard office computer programs, such as Word, Excel, PowerPoint, Slack, Google Drive, Box, etc. Strong candidates will have excellent skills with Excel and Qualtrics especially.
- Must be knowledgeable of social media advertising and outreach (Twitter, Facebook, Blogs etc.)
- Must have demonstrated knowledge of and sensitivity to traditionally marginalized students (including, but not limited to, Asian/Pacific Islander, Asian-American, African, African-American, Chican@, Hispanic, Latin@, Native American, Alaskan Native, LGBTQQI, students in poverty, veterans, and students with disabilities, as well as those with various spiritual/religious beliefs and political affiliations).
- Demonstrable skills in the following areas: leadership development, cross-cultural competency, community building, group facilitation, conflict resolution, advising, training, and team building.
- Be flexible and adaptive, detail-oriented, organized.
- Ability to stay on task and complete self-directed work.
- Must be available for the following:
 - HSRC Staff Meetings and Trainings
 - Some evening and weekend hours
 - Biweekly 1:1 meetings with supervisor
 - Biweekly 1:1 meetings with student supervisees

Working Conditions:

- Most of this work will be computer-based in the HSRC offices
- May occasionally walk on slippery or uneven surfaces.
- May handle food, in which case a food handler's card will need to be obtained upon being hired, or working under the supervision of someone with a food handler's card.
- Physical demands:
 - Ability to continuously stand or walk.
 - Ability to bend, squat, climb stairs and lift frequently
 - Ability to lift up to 50 pounds occasionally.

Term of Employment:

Start date can be as soon as June 20, 2018, though there is flexibility for this role to begin as late as September 1, 2018

Hours:

approximately 19 hours/week (full year - this is a 12 month position)

Compensation:

GTA compensation is set as part of a collective bargaining agreement with the [Coalition of Graduate Employees](#). This generally includes full tuition remission, a modest stipend and medical insurance. You can read more about [these benefits here](#). The successful candidate will have access to (funded) professional development opportunities, regionally and possibly nationally.

To apply: https://oregonstate.qualtrics.com/jfe/form/SV_6V6Rdj5LCRA7AMJ