



**Associated Students of the Oregon Institute of Technology- Wilsonville (ASOITW)**

## **STUDENT AFFAIRS OFFICER**

### **Job Description**

**Department Name:** Student Services - Wilsonville

**Direct Supervisor:** Dana Onorato, Director of Student Services

#### **Position Description and Responsibilities:**

- Help Determine student issues that need to be addressed through student surveys and focus groups
- Record student concerns, action taken and status of issue
- Submit formal memo of student concerns to ASOIT and administration as needed
- Coordinate one campus-wide "town hall" meeting per term – topic of choice/open topic
- Keep an updated list of committees and track student committee involvement

#### **Required Qualifications**

- Passionate about working with and for students
- Desire to understand the needs of the student body
- Give equal consideration to all student perspectives
- Strong written and oral communication skills
- Able to work effectively on teams and independently
- Reliable, punctual, and responsible
- Strong organization skills with attention to detail
- Student must be in good financial and academic standing and have a minimum cumulative GPA of 2.75 to serve in this office. Student must maintain a 2.0 GPA in order to continue

#### **Preferred Qualifications**

- Work study funds available
- Flexibility in work schedule

**Hourly Wage:** \$9.10 per hour

**Time Commitment:** Approximately 8–10 hours per week, start date May 5, 2014

#### **How to Apply**

To apply for this position, please submit your application, candidate statement and resume to Dana Onorato, Director of Student Services at [dana.onorato@oit.edu](mailto:dana.onorato@oit.edu) by **Friday, April 18**.

All candidates will be required to attend an informational meeting on **Monday, April 21 at 4 pm in room 124**.