The Office of the Dean of Students (ODOS) is seeking compassionate, creative, critical thinkers for our Support Coordinator Position.

**ESSENTIAL**

- Must be willing to work a minimum of 10 hours/week.
- Available to work parts of Winter, Spring, and Summer breaks.
- Available for annual trainings at the beginning of each Academic year.

**HIGHLY DESIRED**

- Problem-solving skills
- Flexibility
- Team Player

Ability to work with sensitive topics
Experience in an office environment
Customer service skills
Commitment to equity and inclusive practices

**RESPONSIBILITIES**

- Maintains positive customer service relationships through the Office of the Dean of Students. Greets visitors and directs them to appropriate offices.
- Refers concerns and complaints brought to attention by students, faculty/staff, and parents, creating case management assignment to Student Care staff as needed.
- Manages operations of the Office of the Dean of Students suite including phone, email, and textline response, opening and closing procedures, and office supplies.
- Performs long-term project related tasks such as marketing development, website updates, resource tabling, and assessment for ODOS staff.

**HOW TO APPLY**

Job Posting:
jobs.oregonstate.edu/postings/107652
Available until October 7, 2021.

Document can be available in alternative format upon request to support.odos@oregonstate.edu