

Position Description Student Involvement Student Staff

The Student Involvement (SI) student staff members are paraprofessionals who, individually and as a team, support fellow students and the OSU community in information/referral, event planning, organizational and leadership development. The SI student staff will provide and expand services and support for student organizational development and event planning, facilitate leadership development programs and increase campus awareness of involvement opportunities. The SI student staff works to expand the resources provided to students through all elements of the Student Involvement community.

General Responsibilities

Information and Referral (these hours are scheduled time at the Student Involvement Information Desk)

- Serve as the telephone and information receptionist and central information point of contact
- Maintain data to provide undated information pertaining to campus-wide student activities, organizations and events
- Distribute mail
- Handle cash receipts

Student Organizations (these hours are both scheduled and flexible program planning hours)

- Serve as Student Involvement liaison/Peer Advisor to student fee-funded student organizations
- Provide training and workshops on leadership and organizational development
- Attend student organization meetings to provide advice and assistance
- Consult with organizational leaders and provide assistance in addressing organizational issues
- Coordinate resources to help students identify and access leadership development opportunities
- Develop and facilitate programs to enhance leadership qualities in others
- Participate in support of student organization events through the Cultural Meal Support program

Event Planning (these hours are both scheduled and flexible program planning hours)

- Advise S.E.E.D.S. community/fee-funded student organizations planning large events
- Assist student organization leaders and members in effectively accessing resources
- Plan information fairs and recognition for fee-funded student organizations
- Attend events and submit evaluation of program

Campus Involvement

- Assist new and returning students interested in increasing their involvement through clubs and organizations
- Facilitate involvement and leadership development information to Odyssey/TLC classes
- Represent Student Involvement through participation in Connect Week events and campus information fairs (Beaver Open House, Kaleidoscope, Spring Visits, etc.)
- Support campus-wide involvement and leadership development initiatives

Commitments - SI student staff members are:

- hired for the Academic Year with the expectation of employment during fall, winter & spring terms. Some summer employment may be available.
- required to participate in SI Peer Advisor Training class (AHE 407), Spring Term, Wednesdays, 3-5pm.
- required to be available for fall training Sept. 12-15, 2007.
- required to work CONNECT Week, Sept 17-21, 2007.
- required to participate in S.E.E.D.S. community retreats and development events.
- expected to work between 8-15 hours each week with some scheduled Info Desk hours and some flexible program planning hours.
- work evening and weekend hours as required to implement effective programming and outreach.
- required to attend weekly staff meetings, "all call events", and staff training sessions.

Qualifications – The ideal candidates for these positions will:

- be friendly and outgoing.
- possess a strong customer service orientation.
- have good oral and written communication skills.
- be currently enrolled OSU student, in good standing, maintaining a cumulative GPA of 2.5 or above
- have good computer skills, specifically in Microsoft Office and desktop publishing.
- have demonstrated knowledge of and sensitivity to traditionally underrepresented students.
- be flexible and provide feedback into program implementation.
- Involvement in leadership activities, student organizations, event planning and/or outreach activities is preferred.