OSUPC Director Position Description, 2017-2018
OSU Program Council – Student Leadership & Involvement

The OSUPC Director serves as the student lead and support for the OSU Program Council. The OSUPC Director acts as a guide, resource, mentor, and motivator for OSUPC Event Coordinators and committee members. This position works closely with the OSUPC Program Advisor and Graduate Teaching Assistant on organization development to increase OSUPC’s effectiveness and viability in the OSU community. This position works to develop and maintain campus community relationships.

Student Leadership and Involvement (SLI) shapes campus culture through self-discovery, leadership development, collaboration, community building, and social responsibility with a myriad of active learning opportunities, preparing students to be catalysts for a more equitable and caring world.

Within SLI, OSUPC’s Purpose: To plan and produce an array of diverse, high quality events to engage students and enhance student life. OSUPC is committed to serving the OSU community by upholding traditions and creating inclusive, engaging and entertaining programming. For the 2017-18 school year, we are seeking students who will think critically, creatively, and openly in a team-based environment.

Position Responsibilities:

- Lead in setting and accomplishing goals for OSUPC that are in alignment with and support the missions of Student Leadership and Involvement, and Student Affairs.
- Assist OSUPC Program Advisor and OSUPC Graduate Teaching Assistant with weekly Event Coordinator advising meetings.
- Work with OSUPC Marketing and Social Media Coordinator to develop and implement committee member recruitment and retention plans.
- Work in conjunction with OSUPC Program Advisor in the development and management of OSUPC budget.
- Develop agenda for and lead OSUPC staff meetings.
- Assist OSUPC Program Advisor with development and facilitation of OSUPC Orientation and Fall Training.
- Assist and mentor coordinators on day to day basis as needed.
- Participate in professional development opportunities.
- Attend leadership development opportunities in summer.
- Participate in all OSUPC events.
- Assist in development and implementation of events, stepping in as necessary.
- Uphold the values of Student Leadership & Involvement
- 2.5 hours per term on average to support signature SLI events and programming
- 2.5 hours per term on average for ongoing professional development and community building
Required Qualifications:
- Previous experience as OSUPC Event Coordinator
- Ability to organize work, manage time, and follow through on tasks in a self-directed environment
- Strong communication skills, interpersonal and written
- Ability to lead and motivate others in a team oriented environment
- Experience in planning and producing large scale events
- Experience in facilitating conversations with students
- Must be currently enrolled OSU student, in good standing for the term prior to selection and during entire period of employment, maintaining a cumulative GPA of 2.5 or above

Preferred Qualifications:
- Demonstrated experience working with a diverse community of people
- Public speaking experience
- Experience in peer advising
- Experience effectively managing a budget
- Experience with goal setting and accomplishing goals
- Marketing and promotional experience
- Experience with Microsoft Office programs
- Experience working with various tools within Google Drive, i.e. Docs, Slides, Sheets, Forms

Terms:
- Start date is May 16, 2017
- Must commit to working 20 hours per week beginning May 16, 2017 through June 9, 2017; 30 to 40 hours per week from June 19 – September 15, 2017; and 20 hours per week from September 16, 2017 through June 8, 2018
- Must attend all sessions of Fall Orientation and Training
- Must be available to attend events and meetings that are held during the evening and weekend times.
- Pay Rate: $11.00 per hour

Orientation and Training Commitment:
- Required to participate in all staff training and professional development sessions
- Spring Training Day: Sunday, May 21, 2017
- Fall Training: Tuesday, September 5 – Tuesday, September 19, 2017