OSUPC Operations Specialist Position Description, 2018-2019
OSU Program Council – Student Leadership & Involvement

OSUPC Operations Specialist serves as the support for administration and marketing needs of OSUPC Programs and acts as a resource for OSUPC Event Specialists, Event Production Assistants and Marketing Assistants. 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 & Involvement
Transformative Learning * Intentional Engagement * Conscious Community
Authentic Leadership * Social Justice

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 2018-19 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
● Serve on OSUPC’s Executive Board
● Work with OSUPC Executive Board to develop and implement committee member recruitment and retention plans.
● Assist OSUPC Program Advisor with Orientation and Training Development
● Oversee all marketing and promotion of OSUPC
● Track and monitor OSUPC budget
● Oversee OSUPC event ticketing process, including sales, deposits and tracking payments.
● Assist with data collection and assessment for OSUPC events
● Support OSUPC Advisor in purchasing
● General office duties including organization, phone calls, archiving, etc.
● Chair OSUPC marketing committee meetings with volunteer members as needed
● Work with OSU professional staff, community members, outside vendors as needed for events
● Facilitate weekly committee meeting with OSUPC Graduate Assistant or OSUPC Program Advisor and Marketing Assistant
● Represent and promote SLI and OSUPC to OSU and Corvallis community
● Attend and support OSUPC events as needed
● Attend bi-weekly OSUPC staff meeting
● Attend bi-weekly OSUPC Executive Board meeting
● Uphold the values of Student Leadership & Involvement
● Staff signature SLI events and programming each term
● Engage in ongoing training, professional development and community building

**Required Qualifications:**
● Ability to organize work, manage time, and follow through on tasks in a self-directed environment
● Strong communication skills, interpersonal and written
● Ability to work well in team oriented environment
● 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 at minimum or above of 2.0 undergrads, 3.0 graduate students
● Proficiency in Microsoft Excel and Office Programs
● Experience working with various tools within Google Drive, i.e. Docs, Slides, Sheets, Forms

**Preferred Qualifications:**
● Cash Handling experience
● Demonstrated experience working with a diverse community of people
● Prior involvement experience in leadership activities, student organizations, event planning and/or outreach activities
● Previous experience in organizing committee work and leading a committee

**Terms:**
● Start date is May 21, 2018
● Must commit to working between 15 and 20 hours per week
● 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.
● Some event committees require summer availability
● Pay Rate: $11.25 per hour

**Orientation and Training Commitment:**
● Required to participate in all staff training and professional development sessions
● Fall Training: Tuesday, September 4 – Tuesday, September 18, 2018

*OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.*