Organization Development Consultant Chair Position Description

The Center for Leadership and Involvement (CfLI) is a comprehensive student involvement and leadership center. CfLI promotes student involvement as an integral part of a University education, registers over 800 student organizations, and provides services, information, education, support, advising, and interpretation of university policies and procedures to assist with the development and strengthening of students and student groups. Furthermore, CfLI facilitates leadership programs for students including the Student Leadership Program (SLP), Adventure Learning Program (ALPs), Leadership and Involvement Record and Leadership Certificate Program. The Student Leadership Program (SLP) strives to develop effective and essential leadership skills in students and student groups through comprehensive leadership education and diverse experiences. The Center for Leadership and Involvement (CfLI) is a department of the Division of Student Life. We are committed to student learning and will tailor the job to meet a person’s interests, abilities and experience.

Responsibilities:

- Serve as a first level advisor for CfLI constituents while making appropriate referrals when necessary. This involves answering phones, emails, or visitor inquiries in a courteous and professional manner that answers questions completely and/or provides accurate referrals.
- Coordinate and facilitate training program for ODC members from August 19 – 23.
- Provide primary support and supervision to ODC members. This includes answering questions, meeting regularly to provide feedback and helping further the leadership development of each ODC member.
- Assist and process the registration of student organizations by responding to email, phone, and visitor inquiries, while updating information on registration forms.
- Coordinate the facilitation of orientation sessions for new student groups or student groups that are struggling.
- Coordinate and assist with specific projects that address the needs of CfLI and SLP, including the promotion of SLP’s vision of providing comprehensive leadership opportunities for all students.
  - Examples of projects may include assistance with Training for Student Employees, All Campus Organization Assembly (ACOA), Trainings and Workshops for Student Organizations and new projects that assist the office with being an involvement and leadership “hub”.
- Learn to interpret student organization policies and procedures by using the Student Org. Policy & Resource Guide.
- Coordinate the efforts of ODC members to further the mission and vision of CfLI and SLP.
- Provide feedback and evaluations to ODC members, SLP Coordinators and professional staff.
- Coordinate general office duties including determining front desk staffing schedule, handling mail and managing office supplies.
- Plan and facilitate weekly Organization Development Consultants meetings.
- Attend bi-weekly SLP committee chair meetings and bi-weekly SLP general member meetings.
- Meet weekly with your SLP coordinator and CfLI professional staff supervisor.
- Work with the SLP Financial coordinator to manage ODC Committee finances.
- Assist in preparing transition materials to ensure continuity and efficiency for sustained ODC success.
- Assist CfLI permanent staff as requested.
- Complete any additional SLP Committee Chair tasks and attend required SLP trainings and events.

Requirements:

- Fulfill SLP Requirements for committee chairs and general members.
- Serve as a CfLI and SLP ambassador at the Student Organization Fairs, involvement fairs and SLP events that occur throughout the year and especially at the beginning of fall semester. These are often unpaid hours.
- Working knowledge of Windows 7 and Microsoft Office.
- Organized and dependable work habits and excellent communication skills.
- Commitment to providing friendly, responsive service to our customers and other office staff.
- A willingness to learn and apply the principles of social justice to the work place.

Salary and Hours

$9.00 per hour; position will be 12-15 hours a week during academic year (6 additional evening/weekend hours may be required during months of September/October) and 20 hours a week during summer; exact hours to be determined. This appointment is effective from May 2013 through May 2014 and includes a limited volunteer transition in April 2013. **Attendance mandatory for ODC training from August 19-23, 2013.** Work study students are invited to apply.

CfLI Office Hours: 10 am – 6 pm (Academic Year); 9 am – 5 pm (Summer)