



Job Description

Position Title: Student Organization Consultant

Title of Supervisor: Associate Director

Payrate: Starting at \$16.07 per hour

Schedule: 15-20 hours/week

General Scope of Position

This position serves as an undergraduate student staff assisting with the development, coordination and delivery of student organization services offered by Student Leadership and Engagement (SLE), the Associated Students of the University of San Francisco (ASUSF), and the Associated Graduate Students of the University of San Francisco (AGSUSF). As a member of the Student Organization Team, this position will conduct outreach to promote student involvement, provide resources and advising to strengthen student organizations, and the leadership of student organization executive boards.

Specific Duties and Responsibilities

- Serve as Student Organization Consultant, providing general advisement for students regarding involvement in student organizations including, but not limited to: involvement opportunities, event planning, funding opportunities, organizational development, leadership development, fundraising, and financial procedures
 - Conduct outreach to undergraduate students to encourage involvement in student organizations including integration of Student Hub use for incoming students, staffing informational student events, and helping to plan, promote and implement Involvement Fairs for the Fall and Spring semesters
 - Conduct outreach to undergraduate student organizations to strengthen organizational capacity including compliance with policies, recruitment and retention, utilization of Student Hub, advanced event planning, leadership transition, and access to resources
 - Prepare and present workshops on involvement, student organization resources, and other leadership topics
 - Coordinate processing for student organization events, travel, and other needs
 - Provide resources on fundraising and fundraising opportunities
 - Maintain updated student organization directory and files including executives, advisor, and registration/renewal materials
 - Manage correspondence with student organization executives and advisors regarding SLE, ASUSF, and student organization information
 - Assist student organizations with the completion and submission of financial forms
- Assist with the development and logistics of the student organization registration, renewal, and start of year processes
 - Advise students interested in starting a new student organization and guide them through the process
 - Coordinate marketing, distribution, collection, review, follow-up, and approval for student organization renewal
- Manage resources for student organizations
 - Coordinate procurement, distribution, and management of student organization copy orders
 - Maintain record of student organization mail/packages and coordinate pick up
 - Provide updated lists for access to student organization benefits, such as free room reservations through Event Management & Guest Services, free ads in the Foghorn student newspaper, free design services through the Graphics Center, and eligibility to apply for ASUSF funding grants
 - Manage and maintain ASUSF Support Services account including tracking expenditures and income, budget reconciliation, writing reports, planning, proposing a budget for the next year
- Attend meetings, trainings, professional development workshops as required
- Other duties as assigned

Qualifications

- Proven leadership and business skills required
- Skills and experience with program coordination and event planning through USF student organizations
- Excellent interpersonal, verbal and written communication skills
- Computer skills including MS Word and MS Excel required; familiarity with Google applications, internet research, social media, and other online tools preferred
- Ability to multi-task, prioritize & meet deadlines
- Positive attitude, friendly & professional
- Reliable, good follow-through
- Independent self-starter, able to take initiative
- Understanding of leadership and business principles and/or desire to learn
- Familiarity with SLE programs and responsibilities associated with the position
- Commitment to work in a culturally diverse environment and to contribute to the mission and goals of SLE and the University
- Minimum cumulative GPA 2.5 and good disciplinary standing at USF
- Work Study preferred

Time Commitment

Required training will take place on Monday-Friday, August 9-20, 2021 and January 18-21, 2022. During the academic year, work must be regularly scheduled during business hours of 9 am to 5 pm, Monday through Friday, for 15-20 hours per week. Occasional evening and weekend hours will be required. Preference will be given to applicants who identify availability in 4 hour time blocks (for example, MWF 9 am–1 pm).

Application

Priority deadline for consideration of applications is 5 pm on Monday, April 19, 2021. Top candidates will be contacted for an interview, and final selections will be made by Friday, May 7, 2021.