

# University Staff Advisory Committee

## Position Profile

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### Call for applicants

The University Staff Advisory Committee (USAC) seeks motivated staff to serve as members during the 2017--2020 term. If you would like the opportunity to put your passion to work for the betterment of the university, then you should consider joining USAC. The Ohio State University employs more than 22,000 staff members who provide professional expertise and support in a broad variety of ways to advance the academic, research, and service missions of the university. The University Staff Advisory Committee is currently a team up to 30 dedicated Ohio State staff members who are working to help shape the culture of the university.

### What USAC does

Staff from across the university comprises USAC—an advisory body to the university leadership. Advocating on behalf of staff, USAC members raise, discuss, and make recommendations in support of Ohio State University's mission. USAC members provide guidance to the university's senior leadership—the president, provost, chief finance officer, chief human resources officer, and others—on evolving staff issues and policies with the purpose of helping to shape Ohio State's workplace culture.

### A USAC member profile

A successful USAC member will be able to make independent decisions and judgments. He or she can plan, prioritize, balance, and review a variety of projects that must be completed simultaneously and on time. USAC members are expected to think critically about a variety of evolving issues facing staff at Ohio State. Members must combine creativity and content knowledge to offer solutions for staff professional development while working to shape a positive culture. USAC members often seek input from staff constituents through qualitative and quantitative measures and translate this information into viable recommendations to university leadership. Members will be asked to review and provide recommendations on new and amended university policies and initiatives. Due to the nature and timing of the requests that come through the committee, it is necessary that members be able to use discretion regarding personal and confidential matters. Members also serve on one of the following three subcommittees and are expected to attend regularly scheduled subcommittee meetings, complete assigned tasks, and participate in events.

### USAC Subcommittees:

**Staff Compensation & Benefits:** Collect data through surveys and focus groups with staff and present results to university leadership.

**Governance:** Appoints staff representatives to all Senate and university--wide committees, serves on Staff Career Development Grants and Distinguished Staff award selection committees, and oversees the USAC bylaws.

**Outreach & Engagement:** Coordinates USAC sponsored events throughout the year and manages the creation and distribution of USAC Updates.

**In addition, USAC members need to have**

- Effective interpersonal, oral, and written communication skills and the ability to clearly communicate ideas.
- Demonstrated time management and administrative skills, with the ability to manage multiple priorities.
- The ability to communicate and interact well with people of all experience levels, leadership levels, and diverse backgrounds and to maintain a positive and collaborative work environment.
- A desire to learn more about the university's culture, structure and leadership processes.
- Strong relationship--building skills and the ability to work closely with individuals from a variety of colleges and units.

**Required qualifications for USAC membership**

Staff with CCS, A&P or Senior A&P classification. USAC cannot accept staff that are covered by a bargaining agreement or are a member of a union represented at the university.

Staff with two years of continuous regular staff service at the time of active membership (July 1, 2017)

Staff with an FTE of 75% or higher.

USAC may appoint one staff member from a regional campus that is paid through a cost shared appointment. If appointed, the cost shared staff member must be a 75% FTE during their time as an active USAC member.

Qualified staff members are encouraged to apply for membership. After a review of applications and an interview process, a slate of recommended names is submitted to the president's office for appointment.

