University Staff Advisory Committee
Position Profile

Call for Applicants
The University Staff Advisory Committee (USAC) seeks motivated staff to serve as members during the 2021-2024 term. If you would like the opportunity to put your passion to work for the betterment of the university, then please consider joining USAC. The Ohio State University employs more than 25,000 staff members who provide professional expertise and support in a magnitude of ways to advance the academic, research, and service missions of the university. The University Staff Advisory Committee is currently a team of 30 dedicated Ohio State staff members who are working to help enhance and shape the culture of the university.

What USAC does
Staff from across the university encompasses USAC—an advisory body to the university leadership. Advocating on behalf of staff, USAC members raise, discuss, and make recommendations in support of The Ohio State University’s mission. USAC members provide guidance to the university’s senior leadership—the President, Executive Vice President and Provost, Senior Vice President for Talent, Culture and Human Resources, and others—on evolving staff issues and policies with the purpose of helping to shape Ohio State’s workplace culture while enhancing the staff experience.

A USAC member profile
A successful USAC member will be able to make independent decisions and judgments. USAC members 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 and foster 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 four subcommittees and are expected to attend regularly scheduled subcommittee meetings, complete assigned tasks, and participate in events in addition to attending USAC business meetings.
USAC Subcommittees:

**Governance:** Appoints staff representatives to Senate and university-wide committees, serves as a point of contact and critical partner with the Office of Human Resources in regards to the Staff Career Development Grants, and oversees the USAC bylaws and Procedural Manual.

**Inclusive Excellence:** Executes inclusive practices within USAC to promote our committee's commitment for diversity and inclusion, along with developing collaborative relationships with university stakeholders to enhance the diversity and inclusion experience of staff.

**Outreach & Engagement:** Coordinates USAC sponsored events throughout the year. Works to coordinate USAC engagement with staff and senior leadership in order to fulfill USAC's mission to maintain an active and participatory line of communication and to build a sense of community among staff.

**Staff Affairs:** Focuses on the policies and issues affecting staff compensation, benefits, wellness, flexible work, and advocating for staff by participating in key projects across campus.

In addition, USAC members need to have

- Effective interpersonal, oral, and written communication skills and the ability to clearly communicate ideas
- Demonstrate time management and administrative skills, with the ability to manage multiple priorities
- The ability to communicate and interact well with people of all experience and leadership levels as well as 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, 2021)
- 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.