

University Staff Advisory Committee: Position Profile

Call for Applicants

The University Staff Advisory Committee (USAC) seeks a diverse group of motivated staff to serve as members during the 2023-2026 term. If you want 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. USAC is currently a team of 30 dedicated Ohio State staff members, who are working to help enhance and shape the culture of the university. Qualified staff are encouraged to apply including from under-represented groups as we seek to diversify our membership. After a review of applications and an interview process, a slate of recommended names is submitted to the president's office for appointment.

What USAC does

Staff from across the university comprise USAC, an advisory body to university leadership. Advocating on behalf of staff, USAC members raise, discuss, and make recommendations in support of The Ohio State University's mission. Recent achievements include Winter Recess and Staff in the Spotlight. 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 to enhance the staff experience and shape Ohio State's workplace culture.

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 initiatives and projects that must be completed simultaneously and on time. USAC members are expected to think critically about a variety of evolving issues facing staff. 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 and translate this information into viable recommendations to university leadership. Members will be asked to review and provide recommendations on new and revised university policies and initiatives. Due to the nature and timing of some discussions, it is necessary that members be able to use discretion regarding personal and confidential matters. Members also serve on one of the four subcommittees (described below) and are expected to attend regularly scheduled subcommittee meetings, complete assigned tasks, and participate in events in addition to attending USAC business meetings.

USAC members possess

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

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 one year of continuous, regular staff service at the time of active membership (July 1, 2023).
- Staff with an FTE of 75% or higher.
- Staff members from a regional campus, who are paid through a cost-shared appointment, must be a 75% FTE with the university during their time as an active USAC member. Only one such member may be appointed to USAC at any one time.

USAC Subcommittees

Governance: Appoints staff representatives to University 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 USAC Bylaws and Procedural Manual.

Inclusive Excellence: Integrates equitable practices and fosters a culture of inclusiveness within USAC to promote USAC's commitment to diversity and inclusion, and develops collaborative relationships with university partners.

Outreach & Engagement: Creates meaningful engagement opportunities for staff; facilitates a culture of availability, transparency, and wellness with the staff we advocate for; and collects feedback from staff to inform USAC's work.

Staff Affairs: Responsible for engaging with policies and university initiatives affecting staff compensation, benefits, wellness, and flexible work and promoting equity for staff.

Applications and more available at <https://usac.osu.edu/usac-new-member-recruitment/>. Please contact USAC at usac@osu.edu or Deborah Pond, USAC Chair-Elect, at pond.61@osu.edu with any questions.