Peer Leadership Consultant Position Description, 2016-2017
Center for Leadership Development – Student Leadership & Involvement

Peer Leadership Consultants (PLCs) work to support OSU students through encouraging involvement and development of organizational and leadership skills. PLCs accomplish this through facilitating leadership and group development workshops, organizing leadership development events, offering consultations, and recognizing positive student leadership.

Student Leadership and Involvement (SLI) engages students for a better self and a better world. SLI's mission is to create meaningful and diverse opportunities for leadership development and involvement experiences that cultivate positive social change. SLI delivers programs, services and opportunities that intentionally promote student learning, personal development and inclusion into the diverse campus community.

Within SLI, Peer leadership Consultants are part of the Center for Leadership Development. The Center for Leadership Development exists to support the OSU Community in building capacity for leadership. The Center offers many programs and resources that encourage members of the OSU Community to identify and develop personal strengths in a leadership setting, develop organizational and leadership skills, and create an intentional leadership journey.

PLC Position Responsibilities:
- Facilitate and develop workshops, events, educational materials and other resources on leadership and organizational development topics
- Consult with individual students and groups to provide assistance in addressing leadership and organizational needs
- Provide students with information and referrals regarding involvement, leadership and personal development opportunities
- Present campus involvement and leadership development information to classes, groups, etc.
- Represent Student Leadership and Involvement through participation in campus-wide committees, events and campus information fairs
- Support campus-wide involvement and leadership development initiatives
- Assist with marketing, promotion and outreach related to the Center for Leadership Development and Student Leadership and Involvement
- Perform administrative tasks as needed

Required Qualifications:
- Strong relationship-building and communication skills (interpersonal and written)
- Demonstrated ability in effective public speaking skills
- Demonstrated adaptability: Ability to shift one’s approach when working with a variety of organizations and leaders representing diverse cultures, communication styles, histories, and team structures

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(Required Qualifications continued)
- Ability to organize work, manage time, and follow through on tasks in a self-directed environment
- Currently enrolled student at Oregon State University for at least 6 academic credits (undergraduates) or 3 credits (graduate students) per term
- In good academic and conduct standing for the term prior to selection and during entire period of employment
- Must maintain at least a cumulative and term GPA of 2.0 (undergraduates) or 3.0 (graduates)

Preferred Qualifications:
- Prior involvement experience in leadership activities, student organizations, event planning and/or outreach activities
- Awareness of group dynamics and team development
- Experience with educating, training, and/or mentoring others, as well as facilitation
- Demonstrated knowledge of standard PC programs, specifically Microsoft Office (Word, Excel, Publisher, PowerPoint), desktop publishing, and social media
- Experience with advertising, marketing, or outreach for events, projects or organizations
- Demonstrated knowledge of/experience with graphic design, photography, video, social media, website management, or multimedia
- Maintain at least a cumulative and term GPA of 2.5 (undergraduates) or 3.0 (graduates)

Terms:
- Start date May 14, 2016 for a 1 day orientation. Regular work hours start September 20, 2016 with the beginning of Fall Training.
- Expected to work an average of 7-10 hours each week with some scheduled hours and some flexible program and project hours, as well as work evening and weekend hours as required to implement effective programming and outreach
- Required to attend weekly staff meetings, individual supervisory meetings, and “all call events”
- Pay rate is $9.75 per hour

Training Commitment:
- Required to participate in all staff training and professional development sessions
- Spring orientation (May 14, 2016)
- Fall Training (September 6-20, 2016)

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.