Center for Student Involvement

Executive Director

The University of South Florida Center for Student Involvement (CSI) cultivates an environment in which students are engaged in transformational experiences that lead to lifelong learning, personal growth, and connection to the University. CSI contributes to student success through quality involvement opportunities, education, and advising which foster USF pride, global leaders and holistic student development. CSI consists of the following areas: overall Student Involvement initiatives and promotion, Campus Traditions Board (Homecoming and USF Week), Campus Activities Board, Fraternity/ Sorority Life, University Lecture Series, and the Centre Gallery. In just one semester, CSI Programs can average over 25,000 attendees at over 100 events. CSI is staffed by approximately 30 student leaders across three programming boards, the Centre Gallery, and front desk staff assistant team as well as over 30 student volunteers. Additionally, there are 6 graduate assistants, 1 administrative specialist, 4 coordinators, 1 assistant director, 1 associate director, and 1 director that rounds out the full, award-winning team.

Executive Directors are advanced student leaders who oversee the Campus Activities Board, Campus Traditions Board, and the University Lecture Series. In this role, executive directors’ lead weekly meetings, oversee student staff responsible for events and marketing, and they participate in directing the overall experience for student staff in the Center for Student Involvement. If you are interested in improving your leadership skills and ability to lead a team, this position may be for you!
Period of Employment:
The official period of employment will be from **May 2018 – April 2019**.

Responsibilities of the position include:
- Employees must have a 2.25 GPA or higher
- Employees must take a minimum of 6 credit hours
- Employees must fill out timesheets as instructed
- Employees will be required to attend trainings in summer and spring as designated
- Employees will work 15 office hours a week to plan events and cover work shifts for special events
  - Employees will help staff board events for their designated board, as well as other events hosted by the other boards and the office.
  - Employees may be asked to work 1-2 hours in Centre Gallery each week as part of their weekly ten hours
  - Employees will be required to attend their board meetings as assigned
  - Employees will be asked to attend General Body Meetings once monthly
  - Employees will help table for no more than two hours each month

Expected Learning Outcomes:
1. Student board staff will be able to hold themselves accountable to bringing the strategic goals of CSI to life.
2. Student board staff will be accountable to the core values of CSI, which include: creating engaged and responsible citizens, fostering community, embracing a diverse society, supporting intellectual growth, developing personal leadership competencies, building interpersonal relationships, and encouraging service to others.
3. Student board staff will create engaged and responsible citizens, foster community, embrace a diverse society, support intellectual growth, develop personal leadership competencies, build interpersonal relationships, and encourage service to others.
4. Student board staff will contribute positively to building a team within CSI.
5. Student board staff will work collaboratively with others.
6. Student board staff will actively seek feedback and accept feedback in a positive manner from others.
7. Student board staff will know the components of a strategic plan and how to use one to lead an organization or entity.
8. Student board staff will be able to connect the mission of CSI to the activities and programs the programming board facilitates.
9. Student board staff will be able to design programs that are aligned with the needs of USF’s student body.
10. Student board staff will be able to create assessment that evaluates a program’s impact on the student body.
11. Student board staff will appropriately utilize CSI funding for program implementation.
12. Student board staff will write clearly, concisely, and professionally.
13. Student board staff will clearly communicate my ideas and thoughts to others verbally.
14. Student board staff will listen and reflect upon others’ viewpoints.
15. Student board staff will create environments that are inclusive for others.
16. Student board staff will cooperate well with others.
Compensation:
Student director positions will be paid $8.75 per hour for 15 hours a week. Certain positions may be paid for additional hours during peak periods of time (i.e. Homecoming Week, USF Week). Training and professional development opportunities are unpaid as well as other volunteer opportunities associated with the position.

*Each programming board has a weekly meeting commitment. In order to be considered for these positions, you must be available at the following times:
- Campus Traditions Board (CTB) – Every Monday from 4pm-5pm
- University Lecture Series (ULS) & Centre Gallery (CG) – Every Tuesday from 4pm-5pm
- Campus Activities Board (CAB) – Every Wednesday from 4pm-5pm

<table>
<thead>
<tr>
<th>Important Dates* (Subject to Change):</th>
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<tbody>
<tr>
<td>April 6, 2018</td>
<td>BullStock &amp; New Staff Welcome</td>
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<tr>
<td>April 20, 2018</td>
<td>New Team Welcome &amp; Kickoff</td>
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<tr>
<td>July 9-13, 2018</td>
<td>Anticipated Student Staff Retreat</td>
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Application Process:
Applications can be found on USF Careers website, from there you will be directed to the Center for Student Involvement portal on BullSync where you will complete your application. There will also be a link found on the main page of www.involvement.usf.edu. The application includes:

- General Information
- Position Rankings
- 2 References
- Short Answer Questions
- Résumé

All applications must be completed and submitted by Wednesday, January 31, 2018 at 5pm. All submitted applications will then be reviewed in consideration interviews. If you are selected for an interview, you will be notified via USF email. Applicants will then be notified about group interviews which will take place during the week of February 5 – February 9, 2018. If selected to move forward to individual interviews, they will take place during the week of February 12 – February 16, 2018.

If you have any questions, concerns, or need reasonable accommodations for your application process, please contact the Center for Student Involvement at 813-974-1001.
CSI Executive Director Position Descriptions

Campus Activities Board (CAB) positions:

Executive Director
The Executive Director will lead the Campus Activities Board and provide overall direction for board members by acting as a leader, role model and mentor. Responsibilities include facilitating regular activities that motivate and recognize the board, creating agenda, facilitating weekly board meetings, acting as a liaison with various campus committees and organizations, and the planning of fall and spring retreats. Additionally, the Executive Director will plan and execute major university concerts and special events. This includes coordinating all special event logistics, hospitality, and talent correspondence. The director will be in charge of planning the Homecoming Concert, as well as three CAB events including Winter Wonderland, Battle of the Bands, and the Bullstock Concert in the spring. This individual, in collaboration with the other Executive Directors, will plan professional development workshops, assist with CSI socials, and plan the end of the year banquet with the CSI Director. GPA of 2.75 preferred.

Campus Traditions Board (CTB) Positions:

Executive Director
The Executive Director of Campus Traditions oversees all aspects of the Campus Traditions Board and serves as the coordinator of all Homecoming and USF Week events. The Executive Director will represent the board on the various University of South Florida’s Homecoming related committees, as well as coordinate the invitation of all USF dignitaries and distinguished alumni to Homecoming and USF Week events, in consultation with the CTB advisor. The Executive Director will create agendas and facilitate weekly meetings of the board. This individual, in collaboration with the other Executive Directors, will plan professional development workshops, assist with CSI socials, and plan the end of the year banquet with the CSI Director. GPA of 2.75 preferred.

University Lecture Series (ULS) Positions:

Executive Director
The Executive Director will lead communication with lecture agents and with the help of the advisor, seek to secure event spaces and other details surrounding each lecture. Duties will include designing team activities at various meetings to build teamwork, communicating with the entire board regarding contractual obligations for each lecture, and communicating with partners of ULS to ensure a successful event. The Executive Director will also create agendas and facilitate all ULS meetings. This individual, in collaboration with the other Executive Directors, will plan professional development workshops, assist with CSI socials, and plan the end of the year banquet with the CSI Director. GPA of 2.75 preferred.