Position Description: CST Student Advisor/Ombudsperson (SA/O) Coordinator

Summary: Under the direction of the CST Student Services Office, the Student Advisor/Ombudsperson (SA/O) Coordinator is responsible for overseeing the SA/O and Student Visit programs for the College of Science and Technology. This includes hiring, training, and supervising six departmental SA/Os, as well as multiple Student Ambassadors, across the six departments of CST. Primarily responsible for delegation and occasional participation in student grievances and student visits. The SA/O Coordinator ensures that Open House events and other recruitment activities are fully represented by departmental SA/Os and Student Ambassadors.

Office Hours: The SA/O Coordinator will keep a regular schedule of 10 office hours per week.

Student Grievances: The SA/O Coordinator will hire and train departmental SA/Os, and refer student grievances to the appropriate SA/O. The incumbent will also serve as a stand-in SA/O in cases of conflict-of-interest.

Student Visits: The SA/O Coordinator will hire and train an appropriate number of Student Ambassadors for each CST department, and coordinate student visit requests with the appropriate Student Ambassador.

Open House Events: Ensure full attendance by SA/Os and Student Ambassadors at weekend open-house events (2 in fall, 4 in spring). At these events, interact with prospective students and parents and participate in Q&A, and present to the group from a student perspective. Pay is $15 per hour for these events.

Recruitment Activities: Participate in other activities to aid recruitment efforts for the college, including email and telephone outreach to prospective students. Pay is $15 per hour. Other opportunities may be offered throughout the academic year, such as staffing at collegial events like graduation or awards ceremonies.

Pay: The SA/O position carries a monthly stipend of $400.00, plus $15 per hour for Open House events and other recruitment activities.

Minimum Qualifications: Qualified applicants must be at least sophomore standing, majoring within the applicable department, and must have a minimum GPA of 3.2 overall and 3.0 within the major.

Contact Information:

Joshua Puricelli, SA/O Coordinator
joshua.puricelli@temple.edu
Room 203, 1810 Liacouras Walk
215-204-3634
Name: ________________________________________ TU ID: __________________________

Address (Local): ________________________________________________________________

______________________________________________________________________________

Address (Permanent): ___________________________________________________________

______________________________________________________________________________

Phone Number (Home): ____________________________ (Cell): __________________________

E-mail Address (TU-mail only): _________________________________________________

Year (Please Check): _____ Rising Sophomore _____ Rising Junior _____ Rising Senior

Department (Major): _____________________________________________________________

Courses taken in major: __________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Number of Credits Completed in Major: ____________________________________________

GPA (Within Major):__________________________ (Overall): __________________________

Please briefly describe how you heard about the Student Advisor/Ombudsperson Coordinator Position:

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______________________________________________________________________________

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(Please see reverse side)
List two professors in your department who are willing to provide a recommendation for you. Please include their contact information.

Professor #1:

Name: ________________________________________________________________

Phone Number: ________________________________________________________

Email Address: _________________________________________________________

Course(s) professor taught you: ___________________________________________

Semester you took the course(s): ___________________________________________

Professor #2:

Name: ________________________________________________________________

Phone Number: ________________________________________________________

Email Address: _________________________________________________________

Course(s) professor taught you: ___________________________________________

Semester you took the course(s): ___________________________________________

On a separate sheet, provide a 250-500 word statement on why you feel you are qualified for this position and, as an SA/O Coordinator, how you would improve faculty-student relations. Describe the affiliation that you have with the faculty members in your department, including the departmental chairperson and faculty advisor.

Attach a current resume to this document that lists your leadership experience.

Deadline: Monday, April 12, 2010

Please submit the completed application to:

Joshua Puricelli, SA/O Coordinator,
joshua.puricelli@temple.edu.
Room 203, 1810 Liacouras Walk.
For more information, please call 215-204-3634.