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

Summary: The Student Advisor/Ombudsperson (SA/O) is a qualified undergraduate major in his or her department who is thoroughly familiar with requirements and curricula; and can competently advise fellow students on the courses and faculty members within that department. The SA/O is familiar with the College of Science and Technology Grievance Procedure, and is the first person to consult in case of an academic grievance.

Office Hours: The SA/O will keep a regular schedule of 6 office hours per week.

Student Grievances: The SA/O will serve as a student-faculty "go-between," and attempt to resolve any academic grievance that should arise within the department. The SA/O will act as an advocate for good procedure, and will keep records of the proceedings at each stage of the grievance.

Open House Events: Represent your department at open-house events in the fall and spring semesters, interacting with prospective students and parents and participating in Q&A. 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.

Note: 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 $240.00, 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:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
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 describe the affiliation that you have with the faculty members in your department, including the departmental chairperson and faculty advisor. Include an explanation of any conflict resolution and mediation skills that you have acquired.

Deadline: **Monday, April 12, 2010**

Submit the following application to

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