Center for Student Involvement
Student Advisory Council 2016-2017

Student Advisory Council Volunteer Position Description

Center for Student Involvement is committed to creating educational experiences for students that expand classroom learning, promote involvement, retention, and success through student organizations and campus programs. We provide opportunities for students to develop a sense of belonging, build community, develop transferable skills, engage in public service and reach their potential as ethical leaders and responsible citizens.

The Student Advisory Council provides insight into the needs of student organizations and voices concerns of student organization officers so the Center for Student Involvement staff can better support, empower, and advocate for student organizations and student leaders. The council does this by attaining regular meetings and trainings, collecting student feedback, writing quarterly reports, providing input when new Center for Student Involvement programs and services are being developed, and organizing focus groups. Through these activities, members of the Student Advisory Council can advocate for the needs of students, make sure Center for Student Involvement programs and services continue to be more accessible to and worthwhile learning opportunities for all students, and ensure the administrative processes of associated with student organizations are clear. Members of the Student Advisory Council can receive transcript notation.

Duties and Responsibilities for Transcript Notation:

Focus Groups:
- Organize and recruit participants for quarterly focus groups.
- Develop goals and questions for the focus groups.
- Review ideas discussed in the focus groups and provide recommendations.

Regular Meetings:
- Attend Student Advisory Council meetings every other week.
- Meet with the CSI Student Activities Council that advises the Student Advisory Council for one-on-one updates four times throughout the quarter.

Quarterly Reports:
- Collect feedback from students through focus groups and personal interactions to learn of the concerns and challenges facing Registered Student Organizations.
- As a council, write a quarterly report outlining concerns and challenges facing Registered Student Organizations.
- Provide recommendations to address the concerns and challenges facing Registered Student Organizations.

Other Duties:
- Work on other projects as decided on by the Student Advisory Council.

Qualifications and Requirements:
- Interest in advocating on behalf of Registered Student Organizations and improving students’ experiences with being involved in Registered Student Organizations on campus.
- Must have the ability to follow-through on assigned tasks and projects.
- Expected to have the knowledge and/or the ability to learn about campus policies and procedures.
- Must have strong administrative skills and be able to work on the computer for long periods of time.
- Must have excellent written and oral communication required for answering questions and clarifying policies.
- Must be reliable and self-motivated.
- Involved with student organizations at UC Davis.
- Able to work independently or as a team under deadline pressure is required.
- Must be a registered UC Davis student in good academic standing (2.2 GPA).

Deadline to Apply: Applications accepted on a rolling basis
Council’s Size: Up to 8
Hours: Variable (minimum 40 hours a quarter to transcript notation)
Position Length: September 2016-June 2017

For more information about the Student Advisory Council or application process, please contact Jaime Allen (jnallen@ucdavis.edu, 530-752-4944) or visit the front office, 4th floor Memorial Union, Room 442.