

CFAES Wooster Campus Staff Council

Position Profile

Call for Applicants

CFAES Wooster Campus Staff Council (WCSC) seeks motivated staff to serve as members during the 2021- 2024 term. If you would like the opportunity to put your passion for the Wooster Campus to work, then please consider joining WCSC. The Wooster Campus employs approximately 350 staff members who provide professional expertise and support in a magnitude of ways to advance the academic, research, and service missions of the university. The Wooster Campus Staff Council is currently a team of 15 dedicated Wooster Campus staff members who are working to help enhance the culture of the campus.

What WCSC does

Staff from across The Wooster Campus comprise the WCSC. This team serves as a consultative liaison to CFAES and Wooster Campus Administration in matters relating to the Staff who work on the Wooster Campus, including the Agricultural Technical Institute and Ohio Agricultural Research and Development Center. WCSC primarily acts as social event coordinators for Staff at the Wooster Campus, as well as community outreach event coordinators for not-for-profit organizations in Wooster and surrounding areas. WCSC may also provide a forum in which Staff can raise and discuss issues affecting their employment, evaluation, recognition, and professional development on the Wooster Campus. To help insure that the Wooster Campus Staff has input on CFAES policies that affect CFAES as a whole, the current Chair of WCSC is also a member of CFAES Staff Advisory Council, along with a minimum of one additional Wooster Campus representative (this representative may not necessarily be a current active WCSC member).

A WCSC member profile

As a volunteer group, Wooster Campus Staff Council relies on its members to be active participants both in the council and on the Wooster Campus. As such, members of WCSC are expected to meet certain guidelines for the council to succeed. We recognize that members are volunteers and there may be exceptions to the guidelines below; these will be handled on a case-by-case basis.

All members of Wooster Campus Staff Council are expected to:

- **Regularly attend monthly meetings.** Meetings are typically held once a month from 9:00-10:30am, subject to change.
- **Participate in council events.** All members should expect to attend and assist at WCSC major events: the Annual Meeting, Chili Cook-Off, Funfest, and the Wayne County Fair. Each member is asked to be present at a minimum of 50% of the council's events (including the major events). The number of events may vary from year to year; however, participation can include both organizing an event and/or being physically present to assist at an event.
- **Represent the council.** It is each member's job to spread the word about WCSC news and events. This includes, but is not limited to, sharing WCSC emails with your department, answering questions about the council when asked, and promoting WCSC events.
- **Represent your district.** Each member (excluding At-Large members) represents a specific group of people on the Wooster campus. Members should come to meetings with ideas and bring up any concerns from the staff they represent.

WCSC Subcommittees:

Staff Appreciation

This committee is primarily responsible for notifying new staff members about the council, promoting recognition of Staff achievements, creating professional development opportunities for Staff, and organizing events relating to staff appreciation.

Communications

This committee is primarily responsible for providing information to Staff on available programs and services provided by the Wooster Campus Staff Council. The committee will draft communications from the Wooster Campus Staff Council, take photos at events, update the website and marketing materials, and research Staff needs, and desires as needed. The committee is also responsible for the monthly Spotlight on Staff releases and event recaps.

Special Events

This committee is primarily responsible for the planning of special events. The group will be responsible for narrowing down potential dates and locations as needed, ensuring that all sign up slots are filled, and reporting planning information during meetings.

Staff Wellness and Volunteering

This committee is primarily responsible for organizing Wooster Campus Gives Back planning. This group will also work to disseminate events relating to health and wellness on campus.

In addition, WCSC members need to have

- Effective interpersonal, oral, and written communication skills and the ability to clearly communicate.
- Demonstrate time management and administrative skills, with the ability to manage multiple priorities
- The ability to communicate and interact well with people of all experience and leadership levels as well as diverse backgrounds and to maintain a positive and collaborative work environment
- Strong relationship building skills and the ability to work closely with individuals from a variety of colleges and units

Required qualifications for WCSC membership

- Staff with CCS, A&P or Senior A&P classification. WCSC cannot accept staff that are covered by a bargaining agreement or are a member of a union represented at the university
- Staff with an FTE of 75% or higher
- Represent one of the nine Wooster Campus districts or one of the two “at large” positions from each OARDC and ATI
 - District 1: Director's Office, GDSU, Fiscal, HR, IT, ComTech
 - District 2: Library, Wooster Conference Center, Facilities Planning, Research Ops
 - District 3: Facilities Services, Secrest
 - District 4: FABE, EHS, Public Safety, OCAMM, OSUE, STAR
 - District 5: FAHRP, Animal Sciences, PAAR
 - District 6: HCS, SENR
 - District 7: Plant Path, MCIC, Ent, AMP
 - District 8: ATI Admin, Student Activities, Ag. Division, Arts & Sciences
 - District 9: ATI Academic Affairs, Admissions, ATI Library, Student Life, Student Success Services
 - (1) At Large Member – OARDC
 - (1) At Large Member- ATI

