

Education and Professional Development Coordinator

Supervision received: Regional Conference Program Chairperson

Supervision exercised: Professional Development Programs Coordinator, Graduate Intern Coordinator and Diversity Initiatives Coordinator

General Responsibilities: The Education and Professional Development Coordinator coordinates educational programs, student development, and professional development at regional events and facilitates communication between the region and the NACA Office.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Supervises the solicitation, selection, and evaluation of educational programs at the regional conference.
- Ensures the diversity of educational programs presented in the region.
- Communicates with the NACA Office on matters relating to educational programming at the regional conference.
- Chair the Educational Session Selection Committee.
- Coordinates the Graduate School Fair.
- Selects featured speakers to the regional conference in conjunction with the Regional Conference Program Chairperson, the Professional Development Programs Coordinator and NACA Office staff.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Attends all regularly scheduled regional meetings
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions Principles* to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and suggesting to the Board of Directors new or modified programs and services for the Association's members.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year (For Northern Plains, March 15 of the current year through May 30 of the next year)

Qualifications:

- The Education and Professional Development Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)

A letter indicating institutional support for the volunteer application is required prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.)