

Graduate Intern Coordinator

Supervision received: Education and Professional Development Coordinator

Supervision exercised: Graduate Interns

General Responsibilities: The Graduate Intern Coordinator manages recruitment, selection and educational program for selected graduate interns for the regional conference.

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.
- Review learning outcomes for the graduate intern program and provide input to the Education and Professional Development Coordinator into the revision of the outcomes for the current year.
- Develop recruitment strategies for interns that represent a diverse cross-section of NACA graduate student members through collaboration with NACA Office staff and the Education and Professional Development Coordinator.
- Through collaboration with the conference program committee, develop itinerary and assignments for graduate interns.
- Establish expectations for volunteer supervisors in their work with assigned interns.
- Facilitate onsite meetings with graduate interns and coordinate involvement of guest speakers for events specific to the intern program.
- Assist the graduate interns with the development and delivery of at least one educational session.
- Coordinate assessment of program goals and learning outcomes. Report results back to the Educational and Professional Development Coordinator for reporting purposes.
- 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: January 1 through December 15. (For Northern Plains, June 1 to April 30)

Qualifications:

- The Graduate Intern 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.)