

**National Association for Campus Activities
Position Description**

Position Title:	Director of Education and Research
Supervision Received:	Executive Director
Supervision Exercised:	Education and Development Coordinator
Exemption Status:	Exempt

Basic Function

In conjunction with NACA leadership, the Director of Education and Research has responsibility for initiating, supporting and managing all aspects of the organization's education and professional development programs. The Director serves as the primary NACA Office contact on educational issues both regionally and nationally, and, with appropriate volunteers, is responsible for the development and implementation of a comprehensive educational strategy for NACA. In addition, the Director is responsible for oversight of research initiatives tied to development and fulfillment of the NACA mission, vision and value proposition.

Position Duties & Responsibilities

- Provide staff support to volunteers that coordinate education and professional development offered by NACA including, but not limited to:
 - Education Advisory Group
 - Professional Institute Staff
 - Regional and National Diversity Initiative Coordinators
 - Research and Scholarship Group
 - Diversity Advisory Group
 - Journal of Campus Activities Practice and Scholarship (JCAPS)
- Provide support to volunteers in the recruitment, development, and selection of educational programs and speakers for the NACA National Convention and NACA regional events.
- Deliver a comprehensive, high-quality educational program that is timely, accessible in a wide variety of formats, and valuable to NACA's diverse membership, including, but not limited to the following key NACA® offerings:
 - ENCORE digital library)
 - Internship Program
 - Professional Institutes
 - Research Grant Program
 - Webinars
- Create meaningful methods for engaging volunteers in the planning and implementation of educational and research initiatives.
- Collaborate with partner organizations to develop new educational materials, research and programs that will benefit NACA members.

- Represent NACA at various partner organization events as identified by the Executive Director.
- Expand the production and publication of research data, findings, and analysis, utilizing technology as appropriate.
- Work with key volunteers to conduct comprehensive program reviews for NACA® events and disseminate recommendations to appropriate volunteers.
- Manage evaluation process for NACA® regional conferences, festivals, and National Convention.
- Other duties as assigned

Required Skills & Experience

Master's degree in an appropriate area of specialization and at least 5 years of related professional experience; possesses a vision for the future of education and professional development for NACA; demonstrates excellent oral and written communication skills; has experience and knowledge of higher education, student affairs, campus activities, and strategy development; recognizes, respects, and utilizes the individual talents of others; demonstrates interpersonal relationships that inspire confidence, respect, and trust; builds strategic alliances with diverse groups and organizations; has a proven track record in managing volunteer groups and recognizes the importance of volunteer leadership and participation in accomplishing the organizations mission; values diversity as expressed in the NACA diversity statement; demonstrates literacy in the use of technology as it relates to organizational management, education, and professional development; demonstrates successful professional experience that is directly related to the requirements of the position.

Preferred Skills & Experience

Doctoral degree, experience managing professional development, education, or research for a not-for-profit association, experience with higher education