



## Education Team General Member

*The education team is responsible for the planning and implementation of educational initiatives for location-based conferences. Team members must attend the conference to execute their initiatives and assist with attendee experience.*

### Key Competencies: Event Support

#### Specific Responsibilities:

- Pre-event Responsibilities:
  - Provides a list of preferred topics for professional development to the office.
  - Recruits educational session submissions prior to deadline, strongly encouraged to self-submit.
  - Reviews and scores educational sessions by established deadline or recruits additional assistance.
  - Plans passive and/or active educational and diversity initiatives.
    - Educational programs may include networking elements (ex. case study).
  - Affinity chat and roundtable topics identified and submitted; structure planned, and on-site facilitators identified.
  - Reviews Showcase Selection applications, assisting with additional recruitment as needed.
  - Assists in solicitation of volunteers, including on-site volunteers as needed.
  - Support liaison tasks such as Showcase Production, Marketplace, and Business Connections (as needed).
- On-site Responsibilities:
  - Facilitates pre-planned educational initiatives/programs.
  - Affinity chat and roundtable supervision and/or facilitation.
  - Presents an educational session (strongly encouraged).
  - Assists in the supervision of Campus Activities Marketplace for the conference as per printed policy, assisted by NACA staff.
  - Support liaison tasks such as Showcase Production, Marketplace, and Business Connections as needed, (ex. *Assisting National Showcase Production backstage*).
- Assures that the Association's Mission, Vision, and Statement on Diversity are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome.
- Additional responsibilities as assigned and agreed upon with the NACA office.

#### Qualifications/Expectations:

- Attends the conference for the entire event to set the tone for attendee engagement.
- Open to students and part-time (50%), or full-time employees of NACA member institutions.
- Volunteers are encouraged to speak with a supervisor about professional opportunities presented by volunteering with NACA, such as professional and personal growth, and possible financial support.
- If the volunteer changes jobs during the position's term, NACA office staff must be informed of this change within two weeks.
  - If the new institution is not a member, they must join as a member within 30 days of hiring.

#### Association Support:

- Access to NACA Google Drives
- Conference Planning Sheet
- NACA Liaison: Director of Education and Research



**Time Commitment:**

- 7 months, term dates dependent upon conference dates.
- Approximately one hour a week, including meetings and independent planning/organization
  - *Time commitment increases in the weeks leading up to the conference & is often dependent upon team-planned initiatives.*

**Supervision Received:** Education Team Lead

**Competencies:**

- Cultivating a Sense of Belonging
- Event Support
- Intentionality in Student Learning
- Recruitment and Retention