



Education Team Lead

The Education Team Lead supervises efforts to plan and execute initiatives for location-based conferences intended to create educational opportunities for school and associate attendees. The Education Team Lead will act as the intermediary between their team and NACA office. The team lead must attend the conference to execute their initiatives and assist with the experience.

Key Competencies: Event Support, Intentionality in Student Learning

Specific Responsibilities:

- Pre-event Responsibilities:
 - Responsible for managing the workflow of education team members to meet deadlines, creating team schedules and delegating tasks as necessary.
 - Communicate all logistic details to the NACA office, such as supplies, audio/visual equipment, room set, etc.
 - Provides a list of preferred topics for professional development to the office.
 - Recruits and reviews educational program proposals by established deadline and is strongly encouraged to submit at least one educational program proposal.
 - Reviews Showcase Selection applications, assisting with additional recruitment as needed.
 - Plans passive and/or active educational and diversity initiatives.
 - Educational programs may include networking elements (ex. case study).
 - Affinity chat/roundtable topics identified, submitted, and facilitators identified.
 - Assists in solicitation of on-site volunteers as needed.
 - Maintains regular communication between NACA Office staff and team members, integrating liaison team members as necessary.
- On-site Responsibilities:
 - Facilitates pre-planned educational initiatives/programs.
 - Affinity chat and roundtable supervision and/or facilitation.
 - Presents an educational session (strongly encouraged).
- 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 NACA staff liaison.

Qualifications/Expectations:

- Attends the conference for the entire event to set the tone for attendee engagement.
- Open to 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 two hours 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: Conference Committee Chair

Supervision Exercised: Education Team general members

Competencies:

- Cultivating a Sense of Belonging
- Event Support
- Intentionality in Student Learning
- Networking and Business Relationships
- Recruitment and Retention
- Relationship Development
- Supervising