



Assistant National Showcase Selection Coordinator

Assists the National Showcase Selection Coordinator in facilitation of the NACA Showcase Selection program for NACA events as needed.

Specific Responsibilities:

- Provides showcase selection support for showcase selection meetings as needed.
- In conjunction with the NACA Office and National Showcase Selection Coordinator, prepares and facilitates training for regional Showcase Selection Coordinators.
- Provides input into the ongoing development and maintenance of the showcase selection process, operations, and documentation to the designated NACA Office staff member.
- Works with the National Showcase Selection Coordinator to recommend related policies to the NACA Office.
- In conjunction with the NACA Office and National Showcase Selection Coordinator, maintains documentation and records of all Showcase Selection progress to generate reports and provide statistical evidence to support policy change requests.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA office staff liaison.

Qualifications/Expectations:

- Must have served as a regional Showcase Selection Coordinator (2015 or later).
- Must be able to provide support to the showcase selection committee meetings as needed.
- Supports NACA programs through attendance whenever possible.
- Part-time (50%) or full-time employment by a NACA member institution.
- Must have approval from and support of their institution (note: support is defined as financial as well as time out of the office, etc.).
- If the volunteer changes jobs during the position's term, the new school must also be a NACA member and provide a statement of support. The NACA Volunteer Development Manager must be informed of this change within two weeks and the new letter of support must be received at the NACA Office within 30 days of selection. If not a member school, the school must join as a member within 30 days of transition.

Association Support:

- NACA Connect
- Zoom
- NACA Google Drives

Term of Service/Time Commitment:

- Two Years
- May 1 – April 30

NACA Office Liaisons:

- Experience & Events Director

Competencies:

- Relationship Development
- Networking and Business Relationships
- Professional Development
- Policy Knowledge, Development, and Management
- Training
- Volunteer and Staff Management
- Event Support
- Intentionality in Student Learning
- Fiscal Management

Skills Obtained:

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