



Institute Facilitator

Institute facilitators lead a small group of participants at a NACA summer institute. Small groups are separated into students and advisors. These volunteers will ensure that curriculum and delivery meet the standards expected of NACA. Facilitators will be provided with a curriculum guide.

Key Competencies: Relationship Development, Intentionality in Student Learning

Specific Responsibilities:

- Attends the selected institute for the duration of the event, remaining onsite for duration unless otherwise stated by NACA office liaison(s).
- Responds in a timely manner to pre-event communications from the NACA staff.
- Participates in virtual, pre-, and post-event meetings.
- Serves as a collaborative and prepared member of the facilitation team.
- Supports any event logistical needs, as requested by the NACA staff liaison(s).
- Facilitates activities and discussions as outlined in curriculum provided by NACA in a manner that supports the event learning outcomes, as well as student and professional development.
- Models behavior that adheres to the event expectations and reflects positively on NACA and the student affairs profession.
- Additional responsibilities as assigned and agreed upon with the NACA office staff.

Qualifications/Expectations:

- Advisor small group facilitator: Minimum of 5 years of professional experience required.
- Student small group facilitator: No experience required.
- Supports NACA programs through attendance whenever possible.
- Graduate student, part-time (50%), or full-time employment by a NACA member institution.
- You 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, the NACA Volunteer Development Specialist must be informed of this change within two weeks.
 - *The new school must also be a NACA member. If not a member school, the school must join as a member within 30 days of hiring.*

Association Support:

- Registration waiver, per diem, lodging, travel to/from Institute
- NACA Office Liaisons: Director of Education and Research & Education and Research Coordinator

Term of Service/Time Commitment: Dates vary based on Institute, approximately one week onsite.

Competencies:

- Relationship Development
- Training
- Intentionality in Student Learning
- Cultivating a Sense of Belonging
- Experiential Leadership Learning