



Institute Facilitator – Advisor or Student Small Group

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

Specific Responsibilities:

- Attends the selected institute for the duration of the event.
- Responds in a timely manner to pre-event communications from the NACA staff liaison(s).
- 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 liaison.

Qualifications/Expectations:

- Advisor small group facilitator: Must have a minimum of 5 years of professional experience.
- Student small group facilitator: No experience required
- Supports NACA programs through attendance whenever possible.
- Must be a full-time or part-time professional staff member at 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 Specialist 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 hiring.

Association Support:

- NACA Connect
- Zoom



- NACA Google Drives
- Registration waiver for the selected Institute
- Lodging for the duration of the Institute
- Travel to/from Institute.
- Per diem for any meals designated as “on your own” during the Institute

Term of Service/Time Commitment:

- NACA Institute Facilitators will serve from the date of selection through two weeks after the final Institute.

NACA Office Liaison(s):

- Director of Education and Research
- Education and Research Coordinator

Competencies:

- Relationship Development
- Networking and Business Relationships
- Training
- Event Support
- Intentionality in Student Learning
- Cultivating a Sense of Belonging
- Experiential Leadership Learning

Experience Required:

- Advisor small group facilitator: 5+ years
- Student small group facilitator: No experience required