



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.
- 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 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