



Hospitality & Attendee Engagement Coordinator

The Hospitality & Attendee Engagement Coordinator is responsible for school member orientation sessions and for setting up, coordinating, and staffing an information desk or table throughout the conference. This position is also responsible for overseeing and supervising two student positions on the events committee.

Specific Responsibilities:

- Assures that the Association's Mission and Vision are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome and connected. This includes attending all conference events and meetings to set the tone for attendee engagement.
- Coordinates school member orientation sessions as scheduled, including organizing content and recruiting, selecting, and training presenters.
- Manages a hospitality or information table or desk, creating and organizing relevant information for conference delegates, staffing the table, and recruiting volunteers to assist with staffing the table.
- Supervises student networking and hospitality projects for the conference and regional events.
- In conjunction with the Regional Leadership Team, supports the student positions in creating and implementing hospitality and networking initiatives for the conference
- Strongly encouraged to submit at least one educational program proposal for the conference.
- Attends all regularly scheduled regional meetings and conference calls.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA staff liaison.

Qualifications/Expectations:

- Supports NACA programs through attendance whenever possible.
- Attends conference.
- Graduate student at or 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:

- April 1 – January 31

Supervision Received:

- Events Team Lead

Supervision Exercised:

- Student Networking Coordinator
- Student Hospitality Coordinator

NACA Staff Liaison:

- Experience & Events Director

Competencies:

- Relationship Development
- Networking and Business Relationships
- Professional Development
- Training
- Supervising
- Intentionality in Student Learning