



### **National Showcase Selection Team (NSST) Coordinator**

*Serves as the chief volunteer coordinating the Showcase Selection process at both the national level and conference level, in conjunction with the NACA Office, ensures ongoing communication among the national and conference volunteers.*

**Key Competencies:** Supervising, Event Support, Assessment & Data Management

#### **Specific Responsibilities:**

- Supervises efforts of the team as well as conference and NACA Live volunteers in showcase selection.
- Schedules and facilitates meetings, including creation and upkeep of agenda.
- In conjunction with the NACA Office, team members, and showcase selection volunteers:
  - Provides showcase selection support for NACA events.
  - Prepares and facilitates training for showcase selection committees
  - Recommends related policies to the NACA Office
- Provides input into the ongoing development and maintenance of the showcase selection process, operations, and documentation to the designated NACA Office staff member.
- Maintains documentation and records of all showcase selection progress to generate reports and provide statistical evidence to support policy change requests and illustrate the progress made.
- Leaders (defined as Chair, Coordinator, or Facilitator) may be periodically asked to provide reports to the Board of Directors. Reports will include updates from their team towards the group charge and/or strategic plan.
- Additional responsibilities as assigned and agreed upon with NACA office staff liaison.

#### **Qualifications/Expectations:**

- Must have served as an Assistant National Showcase Selection Coordinator or showcase selection.
- Must be able to attend showcase selection committee meetings for NACA events.
- Supports NACA programs through attendance whenever possible.
  - *While there are benefits to on-site participation, NACA recognizes it is not always financially feasible.*
- 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:**

- Access to NACA Google Drives
- NACA Office Liaisons: Experience & Events Director

**Term of Service/Time Commitment:** Two years, May 1 – April 30

- Approximately one hour a week, including meetings and independent planning/organization
  - *Time commitment is flexible and often dependent upon active projects.*

**Supervision Exercised:** Showcase Selection Assistant Coordinators, Showcase Selection Committee Members

**Competencies:**

- Networking and Business Relationships
- Policy Knowledge, Development, and Management
- Training
- Volunteer and Staff Management
- Supervising
- Event Support
- Assessment & Data Management