

ACUI REGION 8 EDUCATION COORDINATOR

Duties & Responsibilities

FUNCTION:

Coordinates and encourages education programming in Region 8. Researches new ideas and resources for educational programming and conducts assessment of existing programs, as well as member needs. Represents the Region to the ACUI Education Council Chairs.

REGIONAL RESPONSIBILITIES:

1. Works with the RLT to establish education programming which promotes the core competencies of ACUI and the CAS standards.
2. Coordinates educational session planning for the regional conference with the conference planning team and provides assistance when necessary.
3. Participates in ACUI Education Council Chairs conference calls and meetings as needed.
4. Disseminates information pertaining to ACUI education programs to regional membership and interested institutions of the region as needed.
5. Distributes materials circulated by the ACUI Education Council Chairs (e.g., brochures, special mailings, etc.).
6. Answers questions for the region pertaining to Education Council Chairs and ACUI sponsored educational programs.

LEADERSHIP TEAM RESPONSIBILITIES:

1. Attends and participates in all Region 8 Leadership Team meetings, annual fall regional conference, and if possible, the annual international conference.
2. Participates in monthly Leadership Team conference calls throughout the year.
3. Acts as a resource person for the Region 8 membership and campus organizations.
4. Inspires student involvement in the Region 8 Leadership Team, annual fall conference, and other ACUI events.
5. Develops proposal for Education Session at Regional Conference.
6. Contributes regularly to the "Communiqué," the Region 8 newsletter.

QUALIFICATIONS:

- This position is open to both professionals and students.
- Professionals: Employment in a college union/student activities department at a member institution who has committed to provide institutional support. Membership in good standing at a member institution in good standing. Commitment to fulfilling the duties of the position for the length of the term.
- Students: Student must be in good academic standing at his/her home college or university. The home college or university must be an ACUI member institution and must pledge its support of the student applicant with a Letter of Recommendation.

TERMS:

- Professionals: Two years with the option of one additional year by mutual agreement. Generally beginning and ending with the Region 8 annual fall conference.
- Students: One year with the option of one additional year by mutual agreement if student continues at member institution. Generally beginning and ending during around the Region 8 summer meeting (May-June). Student is encouraged to participate in ACUI's summer leadership seminar, I-LEAD.

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SELECTION:

All Region 8 appointments shall be made by the Regional Director and Student Regional Director and confirmed by the Leadership Team.

Applicants must submit a brief statement (300 words or less) of interest/philosophy detailing:

- Your understanding of the role of the ACUI, and specifically Region 8
- What strengths and ideas you would bring to the position

Statements should be sent to James McHaley, Regional Director, at j-mchaley@northwestern.edu