Positional Descriptions

<table>
<thead>
<tr>
<th>Job title</th>
<th>Student Engagement Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>VAC President, Advised by CCE Graduate Assistant</td>
</tr>
<tr>
<td>Program Area</td>
<td>Student Engagement</td>
</tr>
</tbody>
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Job Purpose

The Student Engagement Chair oversees all Student Engagement Committee members to ensure successful service events. The Chair is responsible for delegating tasks to Student Engagement members in order to develop events that engage students with service opportunities on- and off-campus.

Duties and Responsibilities

Duties of the Chair include:

- Developing ideas for future service events
- Delegating responsibilities and tasks to Student Engagement Members
- Attending planning meetings with community and campus partners
- Meeting with the Graduate Assistant weekly and the CCE Director as needed
- Setting expectations of Student Engagement Committee for each event with the Graduate Assistant
- Scheduling and leading the Student Engagement Meeting each week
- Developing the agenda for the Student Engagement Meetings
- Communicating with Student Engagement Committee about changes to the program, meeting times, extra requirements, etc.
- Assisting the Graduate Assistant and Student Engagement Committee as needed

Qualifications

Qualifications include:

- Communication
- Specialized knowledge
- Skills
- Abilities
- Other characteristics such as personal characteristics
- Professional Certification
- Experience

Working Conditions

In the weeks leading up to and during the event, the Chair will work longer hours than during a normal school week. When not in the VAC office, the Chair should be available via phone, email, or text message to answer questions for the Student Engagement Committee. Additionally, the Chair can expect to work until the work is done, alongside other committee members. For the Fall Day of Service (Make a Difference Day), the Chair should arrive early to the event and plan to stay until the cleanup is completely over.
<table>
<thead>
<tr>
<th>Job title</th>
<th>Volunteer Recruiter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>Student Engagement Chair</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

**Job Purpose**

The job purpose as Volunteer Recruiter is to involve students in volunteering events and services on campus. As well as working with several groups and organizations to encourage participation in VAC events. As a recruiter, you are to attract people who are passionate about service, to engage in volunteering opportunities with the Volunteer Action Center.

**Duties and Responsibilities**

Communicate
- Contact groups and organizations to encourage their members to participate in events
- Send emails out to as many eligible people to encourage them to volunteer
- Present to RSO’s, Panhellenic groups, and to other organization across campus to spread the word out about volunteering opportunities
- Set up flyer, handouts, etc. across the U of A to promote opportunities at the VAC

Organize
- Set up presentations with several groups to recruit volunteers (i.e. Sororities/Fraternities, RSOs, academic programs, colleges/departments, etc.)
- Arrange for promotion of volunteer opportunities (i.e. tabling with VAC members, chalking across campus, setting up flyers, etc.)

Contribute
- It is important to participate and support your team
- Maintain constant communication with the team about each individual's tasks and accomplishments
- Work with others, as certain responsibilities merge with other members of the team

**Qualifications**

Qualifications include:
- Education – University of Arkansas student
- Skills
  - Communication
  - Management
  - Organization
  - Leadership
- Abilities
  - Working in a team
Working with campus groups

- Personal characteristics
  - Responsible
  - Organized

**Working Conditions**

Involves working with students, VAC members, registered student organizations, Panhellenic groups, departmental chairs, and so on. Most of the time, you will be working with students to try to encourage them to participate in certain events for Student Engagement.

**Physical Requirements**

N/A

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<thead>
<tr>
<th>Job title</th>
<th><strong>Volunteer Coordinator</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td><em>Student Engagement Chair</em></td>
</tr>
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</tr>
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**Job Purpose**

The Volunteer Coordinator of Student Engagement recruits and organizes volunteers for events run by the Student Engagement team. The purpose this position is to work with the team to brainstorm, create, plan and execute volunteer events. The majority of the job comes into play as the event nears and as the event is underway. During that time, the volunteer coordinator organizes and strategizes volunteer tasks, layout, and preparedness.

**Duties and Responsibilities**

- Recruit and organize volunteers for events put on by the Student Engagement team.
  - This includes:
    - Being active in the creation of the outline of the event
    - Working with logistics to ensure volunteer safety and efficiency
    - Recruiting volunteers by contacting campus organizations, such as Greek life and RSO's and tabling outside of the Union to spread awareness for the event
- Train volunteers prior to the day of the event
- Organize the volunteers into teams and specific tasks for the day of the event
- Run all volunteer business for the day of the event
  - This includes getting each to their station, making sure they have the supplies they need and checking in with them frequently.
- Verify their logged hours after the event closes for their time and service

**Qualifications**
Qualifications include:
- Organized
- Communicative
- Team Player
- Flexible
- Delegator
- Personable
- Energized
- Patient
- Comfortable being administrative to a large group of people

**Working Conditions**

Volunteer Coordinator requires weekly attendance at Student Engagement team meetings and Board meetings. Beyond that, the schedule is varied based on the events that are currently underway, the scale of the event, and how close it is to the date of the event.

**Physical Requirements**

N/A

**Direct Reports**

Volunteers of each event put on by the Student Engagement team look to you to provide training, details, instruction, and enthusiasm. You will also verify the volunteers’ logged hours after the event.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Sponsorship Coordinator</th>
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</thead>
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</tr>
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</tr>
</tbody>
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**Job Purpose**

Solicits necessary donations and sponsorships for each event, ensures donations are received, and respectfully manages donor relationships.

**Duties and Responsibilities**

Reach out by phone, email, and face-to-face to businesses and corporations to set up meetings to ask for sponsorship and partnership for community service events. Assist other members on the student engagement team to complete necessary jobs for the specific community service project at the time.

**Qualifications**
Prior work & community experience in the fundraising/marketing sector to promote development of strong social skills to facilitate intimate sponsor relationships. Prior work experience with jobs that have high levels of communication with consumers. Specific character traits: personable, responsible, hard-working.

**Working Conditions**

3-5 office hours in the VAC Office in the Union per week

**Physical Requirements**

None

<table>
<thead>
<tr>
<th>Job title</th>
<th>Partnership Coordinator</th>
</tr>
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<td>Student Engagement Chair</td>
</tr>
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</tr>
</tbody>
</table>

**Job Purpose**

As a member of the Student Engagement Team, the partnership coordinator helps organize campus-wide service opportunities including Make a Difference Day, Hogs Care Week, and Spring Day of Service. Specifically, the partnership coordinator works with campus departments and agencies to determine if and how they want to be involved in each event.

**Duties and Responsibilities**

Contacts potential partners to determine their interest in a specific service opportunity
- Makes initial contact with an email of phone call, followed by a meeting to clarify details
- Stays in touch to ensure partners are prepared

Chooses project leaders and liaisons
- Uses liaisons to effectively coordinate with many different on-campus agencies at the same time
- Trains project leaders to lead specific service projects

Attends service projects sponsored by partners
- Assists project leaders in making sure events are productive and safe
- Shows support for all VAC sponsored events, even those not organized by the Student Engagement Team

**Qualifications**

- Event planning experience is preferred
- Ability to work well with others
- Organized
- Problem solving skills
- Ability to lead others

**Direct Reports**
Project Leaders and Liaisons (varies depending on event and preference of Student Engagement Chair)

<table>
<thead>
<tr>
<th>Job title</th>
<th>Communications</th>
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</tr>
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<td>Student Engagement</td>
</tr>
</tbody>
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**Job Purpose**

The Student Engagement Communications Coordinator needs to be able to effectively relay messages from the VAC to the student body. The position requires you to be able to work well within a team environment. In addition, communications needs to be outgoing and personable towards the campus and knowledgeable of the needs of the Northwest Arkansas community.

**Duties and Responsibilities**

Duties of Communications include:

- Promoting student engagement events and activities to the public
- Responsibility over VAC social media accounts
- Attending necessary Student Engagement and VAC meetings
- Completing required weekly office hours

**Qualifications**

- Communication
- Teamwork
- Personable
- Initiative
- Leadership
- Humor

**Working Conditions**

The communications coordinator is responsible for planning the recruitment and promotion of VAC events. Communications is important because is impossible for students to be engaged if they are unaware of opportunities. Workload is a bit heavier closer to the event dates to do things such as plan social media campaigns and chalk on campus.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Logistics Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>Student Engagement Chair</td>
</tr>
</tbody>
</table>
Program Area  |  Student Engagement

Job Purpose

The Logistics Coordinator for the Student Engagement team plans and coordinates venues, supplies, equipment, transportation, and other resources for student led volunteer opportunities and community engagement events like Razorbacks Read, Spring Day of Service, Hogs Care Week, and Make a Difference Day.

Duties and Responsibilities

- Make sure volunteers have all necessary resources to make impact on day of event
- Plan with partnering organizations to ensure venues, supplies, and equipment are available and in good condition
- Working with the rest of the Student Engagement Team to ensure the success of all projects
- Communicating with the rest of the team status of projects and ways they can help
- Attend a weekly Student Engagement Team meeting
- Spend two hours working in the VAC office weekly

Qualifications

- Good communication skills
- Resourcefulness
- Organizational skills
- Ability to work in a team
- Self-motivation

Working Conditions

The Logistics Coordinator must spend two hours a week in the VAC office working on projects. Leading up to a project, the Logistics Coordinator must stay organized and vigilant in keeping partners and team members up to date on the status of volunteer resources. The Logistics Coordinator is one of the busiest members on the day of the event, as they have to make sure all volunteers have what they need to accomplish their job.

Physical Requirements

The Logistics Coordinator reports to the Student Engagement Team and more directly to the Student Engagement Chair and GA.