

Director of Campus Outreach

Position Description



Position Summary

The Director of Campus Outreach manages and promotes student engagement within the chapter by developing and executing initiatives such as college outreach efforts and student special interest groups.

Responsibilities

- Serves as a liaison between local educational institutions (including student professional groups) and the chapter.
- Serves as communications link between students and chapter in disseminating information relative to programs, internships, and other relevant information.
- Works with local academia to encourage student participation in local professional chapter programs and events.
- Communicates with local academia to provide classroom visits to discuss the talent development profession, CVATD, chapter membership, etc.
- Provides guidance and direction relative to the organization of student special interest groups.
- Ensures a reduced membership rate is established for student members.
- Establishes a mentoring program with current members and student members.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Recruits and trains volunteers to support the campus outreach function and develops successors for the Director of Campus Outreach role.
- Attends and participates in monthly board meetings, chapter meetings, and ATD Chapter Leaders Conference (ALC), when available.

Requirements

- Be a member in good standing of CVATD and ATD
- Ability to serve full term of the position (2-years)
- Consistently attend CVATD Board and Committee meetings or appoint a representative to attend
- Regularly attend CVATD events and functions
- Associate Professional in Talent Development (APTD) or Certified Professional in Talent Development (CPTD) Certification encouraged

Time Commitment

- Attend board meetings: 1-2 hours monthly
- Attend board retreats: 4 hours twice per year
- Perform project work:
 - 1-3 hours/month for administration, communication and 1:1 meetings
 - 1 hour/month preparing monthly board reports
 - 5-10 hours/year for strategic planning and special projects
- Optional development activities: Monthly webinar with NAC, ATD Leadership Conference

Benefits of Serving

- Discounted ATD membership and free upgrade to Professional Plus membership
- Develop/practice organizational and leadership skills
- Opportunity to increase professional network by participating chapter meetings, board meetings, regional, or ATD Leadership meetings and events
- Professional development opportunities through NAC and ATD Chapter Leadership Programs (budget permitting)