



Position: Advisory Board Member for Leadership Development and Programs (Two Positions Available)

Office: Center for Career and Leadership Development, Enrollment Management and Student Affairs

Term: Upon Hire – April 26, 2021 (while classes are in session)

Advisory Board Members are eligible for re-employment during the 2021-2022 academic year pending satisfactory review upon term completion and funding availability.

Advisory Board Member “One” Position Responsibilities

- Develop a social media plan and manage content for Leadership Development and Programs.
- Leverage student experiences, talents, research, and interests via the Leadership Program Proposal Form submissions to contribute to an engaged culture of community learning.
- Create and oversee (i.e. create timeline, review submissions) a “Student Leader(s) of the Month” Recognition that celebrates career readiness competencies based on research of peer and aspirational institutions.
- Market and serve as an administrator (i.e. Canvas management, reminder notifications) to packaged virtual webinar offerings geared towards current student organizational leaders.

Advisory Board Member “Two” Position Responsibilities

- Create a template for a “Digital Leadership” Program utilizing social media and online platforms.
- Develop criteria and an application process/timelines for student leadership awards based on research of various industries, employers/companies, regional state/city offerings, and neighboring colleges/universities.
- Assist with recording, evaluating, and story-telling of Leadership Programs data (i.e. Moc LEAD, Servant Leadership Projects, etc.) in user-friendly formats.
- Assist with the content re-design and marketing of the Leadership Development and Programs Section on the Center for Career and Leadership Development website based on benchmarking and best practices.

Advisory Board Member Position Requirements

- Access to a personal laptop and the ability to work in a virtual work environment.
- Strong priority/time management, organization, critical thinking, cultural competency, equity, a collaborative spirit with all Center for Career and Leadership Development staff members, enthusiasm, creativity, and initiative.
- Familiarity with Microsoft Excel and Adobe Products (i.e. Photoshop, Fireworks).
- Active social media presence.
- Must be in good academic and judicial standing, currently and continuously enrolled at UTC.
- Sign and adhere to a “learning contract” and an agreement of confidentiality.
- A commitment to professional development and continuous growth.
- Provide constructive feedback on current leadership development offerings and the area’s vision, mission, and goals.
- Attend bi-weekly status/feedback one-on-one meetings (virtual or in-person) with supervisor and monthly applicable trainings/meetings (virtual at this time).
- Assist the Undergraduate Consultant for Leadership Programs or supervisor with any on-going projects or initiatives when available.
- Attend and promote Leadership Development and Programming opportunities when available.
- Complete and email bi-weekly time sheet to supervisor by the appropriate deadline.
- Adhere to University health and safety procedures and expectations in response to COVID-19.

Preferred Qualifications For Both Positions

- Availability to complete hours between 8:00am and 6:00pm (EST) on normal business days.
- Involvement in campus life (i.e. governing and programming boards, campus ministries, leadership programs, service organizations, athletics, housing and residence life, etc.) and/or an academic college.
- Professional and career interest in curriculum/lesson plan development, marketing, business management, systems centered approaches, and entrepreneurial practices.
- Pursuing a degree in one of the below mentioned programs (in no particular order):
 - Communications or Marketing
 - Psychology (Emphasis on Organizational)
 - Entrepreneurship
 - Management
 - Human Resource Management
 - Public Administration and Nonprofit Management
 - Interdisciplinary Educational Studies
- Familiarity with businesses, establishments, events and resources within the City of Chattanooga.
- Completed at least 12 academic credits at UTC.

Compensation

(Each Advisory Board Member should anticipate 6 to 10 hours per week, but these hours are subject to change as determined by the supervisor or the needs of Advisory Board Member)

- \$8.00 per hour (payment will occur bi-weekly as determined by the University; bi-weekly status/feedback meetings with supervisor, trainings/meetings, and event attendance are included in compensation).
- Any needed supplies (not including a laptop or internet access) will be provided.
- Training opportunities throughout the above mentioned term.
- Internship and/or academic credit can be discussed per appropriate faculty member approval.

Position Supervisor

Danny Grzesik, Director of Leadership Development and Programs

To Apply

Please submit a resume, cover letter, and reference information (at least one reference should be a UTC faculty/staff member) for the Advisory Board Member Position you are interested in as soon as possible to the Director of Leadership Development and Programs, Danny Grzesik, at Daniel-Grzesik@utc.edu. Applicant should also provide day and time availability for a potential interview during the immediate following two weeks. It is highly recommended that the candidate participates in a resume critique and "moc" interview with the Center for Career and Leadership Development.

Applications will be accepted until position has been filled. Any questions should be directed towards Danny at this time.