



2020 REGION III LEAD ON STUDENT COORDINATOR APPLICATION

Name: _____

To apply for the position:

1. Complete the Lead On Student Coordinator Application.
2. Email a copy of your current resume to Stephanie Calhoun, Region III Student Leader, r3sl@nirsaleaders.org
3. Have your immediate supervisor sign the statement below to provide you support for the position. Email a copy of this support to Stephanie Calhoun, Region III Student Leader.

In order to be effective as the Region III Lead On Student Coordinator, you will require support from your department's resources including: computer, phone, and email access. In addition, you will need the flexibility to be away from your job to attend a Lead On retreat during the summer and to attend Region III Student Lead On 2020, including the day before the conference, at University of Toledo. Dates for the conference are January 30th - February 1st, and the Student Coordinator and committee are expected to arrive sometime on January 29, 2020. Also, there will be several hours per week of Lead On work with the number increasing as the conference nears. Conference planning will begin in a small degree immediately following the NIRSA Annual Conference and continues until completion of the conference in 2020.

Immediate Supervisor Approval: I agree to provide the support outlined above for this applicant if he or she is named the 2020 Region III Lead On Student Coordinator.

Printed Name: _____

Title: _____

Signature: _____

To be considered for the position, all three steps must be completed by **Friday, April 5th, 2019** with required documents sent to: Stephanie Calhoun, Region III Student Leader. If you have questions, please email Stephanie Calhoun or Scott Vandermoon, Region III Representative.

Lead On Student Coordinator – Position Description

The Lead On Student Coordinator works in conjunction with the Region III Student Leader, Region III Representative, the Lead On Host Site Director, and a team of other students to plan and administer the annual Region III Student Lead On Conference. The Student Coordinator, with input from other team members, is responsible for determining the vision of the conference and implementing ideas to provide opportunities for professional development to the students of the region. This position involves a substantial time commitment (>5 hours/week) to ensure a successful conference.

Possible duties include but are not limited to the following:

- Assemble a team of student chair members in committee areas to assist with determining the vision for the conference and assign additional student volunteers (between 1-3) to committees to ensure ideas are implemented
- Plan and implement a summer brainstorming meeting with committee chairs and members to provide initial ideas for the conference
- Oversee all conference planning operations by communicating with all committee chairs, coordinate all ideas to ensure compatibility and ensure ideas are implemented thoroughly
- Collaborate with the Lead On Site Director and other site representatives to ensure visionary ideas are feasible at the host institution
- Serve as final decision maker on group ideas and assign workloads to committee chairs
- Offer support, guidance, and resources to student chairs to motivate and encourage engagement
- Provide on-site event management to ensure all endeavors are implemented correctly, problem solve, and ensure extraordinary participant experience
- Communicate with Region III Representative and Region III Student Leader to request support services from NIRSA (ie. Email list-serves)
- Provide support in requesting sponsorships for the event
- Establish the conference budget and implement a plan for accepting conference registration payments
- Assist in the selection of the next Lead On Student Coordinator and participate in transition meetings
- The number of and types of committees are determined by the Lead On Student Coordinator and Lead On Site Director and vary from year to year.
- Examples of possible committees are as follows:
 - Professional Development
 - Presentation Proposal
 - Program Development
 - Volunteer
 - Marketing
 - Registration
 - Community Service

Preferred Knowledge, Skills, Abilities:

- Knowledge of the history of the conference and/or prior participation in conference planning

- Knowledge of the collegiate recreation profession and NIRSA
- Skill in supervising others
- Skill in providing exceptional customer experiences
- Ability to match people to tasks according to their skills
- Ability to think visionary during planning while using attention to detail to determine specific implementation of ideas
- Ability to coordinate, organize, and prioritize work flows
- Ability to communicate effectively through various means
- Ability to effectively manage time