



Graduate Students & New Professionals  
**COMMUNITY OF PRACTICE**

# **Directorate Interest Packet** *for Coordinator Positions*

(Rev. October 2024)

## Process Overview

Thank you for your interest in ACPA's Graduate Students and New Professionals Community of Practice (GSNPCoP)! This packet will outline all the information you need to know when considering applying for any of the Coordinator positions in the GSNPCoP Directorate. After reviewing this packet, you will need to complete and submit the electronic application found at the end of this packet. ***Please note the deadlines and important dates outlined in the Timeline section.*** Given the number of positions available, we know it can be an overwhelming decision as to which one(s) to apply for. We encourage you to reach out to the current Directorate Board members if you feel like you need more insight into the responsibilities and experiences associated with specific positions or general Coordinator expectations, which may assist in your decision-making process!

## Eligibility

ACPA defines membership in the Graduate Students and New Professionals Community of Practice as *individuals with 0-5 years of professional experience in higher education*. Though having active member status with ACPA is not required when applying for these positions, it is required that you obtain one if selected to hold a Coordinator position in the Directorate.

## Timeline & Important Dates

- December 6, 2024 - [Directorate Application for Coordinator Positions](#) Opens
- January 5, 2025 - Directorate Application for Coordinator Positions Closes
- January 2025 - Coordinator Selection Leadership Meeting
- End of January 2025 - Notice of selection
- *If needed* February 2025 - Rolling Directorate Application for Open Coordinator Positions Opens
- February 16-19, 2025: ACPA25 Convention in Long Beach, California
- February 18, 2025 8:30am-9:30am PST - 2025-2026 Directorate Meeting at ACPA25
- *\*Virtual option will be available*
- March 2025: Directorate Board Transition and Onboarding Meetings
- April 2025: Annual Directorate Retreat
- March 29-April 1, 2026: ACPA26 Convention in Baltimore, Maryland

## Mission Statement

The Graduate Students and New Professionals Community of Practice (GSNPCoP) is one of the entity groups within ACPA charged with developing and delivering year-round programs and services focused on enriching and supporting the needs of graduate students and new professionals in student affairs and higher education.

## Vision Statement

The Graduate Students and New Professionals Community of Practice strives to be the centralized gateway, network, and resource for graduate students and new professionals that elevates current issues, addresses institutionalized culture, produces scholarly work and implements innovative practices that promote systemic change to transform higher education and student affairs.

## Structure

The Chair and Vice Chairs are elected positions within the GSNPCoP Directorate and serve as the leadership of GSNPCoP. Collectively, they guide the mission, vision, and goals of GSNPCoP. **Coordinators are appointed positions that fall under one of the four functional areas which is led and managed by a Vice Chair.** The work of the Community of Practice is done virtually year-round, with various programs taking place in-person at ACPA Annual Convention.

## General Expectations & Responsibilities

While each position has their individual responsibilities, as outlined in the Position Descriptions & Responsibilities section, there are core expectations and responsibilities of all Coordinators. Throughout the year, Coordinators are expected to:

- Attend and actively engage in monthly Directorate conference calls
- Attend and actively engage in monthly functional area conference calls led by the Vice Chair and 1:1 meetings with the Vice Chair as scheduled
- Attend and actively engage in the annual GSNPCoP Planning Retreat
- Attend and actively engage in any additional meetings/calls deemed necessary to the mission, vision, goals, or priorities of GSNPCoP and ACPA as a whole
- If in attendance, actively engage in GSNPCoP events and programs during the ACPA Annual Convention
- Complete projects and tasks outlined in their position description and responsibilities in a timely manner
- Volunteer for at least one Directorate need during the term, including awards and scholarships reviewers, webinar host, case study judges, etc.

- Complete a transition document and report at the conclusion of the term

It is suggested to review these with your departmental leadership prior to applying. Our Community of Practice utilizes a restorative and peer-centered accountability model to ensure success of the entity group's programs and objectives and contribute to the positive experience of all Directorate Board members.

## Terms

Coordinators serve a **one-year term** in their respective roles, beginning after the upcoming Annual Convention and ending one month after the following Convention. Coordinators are more than welcome to reapply for and hold a Coordinator position on the Directorate either in the same or a different area from which they started for several terms. Once a one-year term is served by a Coordinator, they are eligible to apply for a Vice Chair position.

## Position Descriptions & Responsibilities

This section contains a breakdown of all the Coordinator positions that will be available in the 2025-2026 Directorate. Please review each description and their respective responsibilities and take note of those that may be of particular interest to you. **An important note: you ARE able to apply for multiple positions across each area which you can indicate on the application!**

### CONVENTION EXPERIENCE TEAM

*The Convention Experience team promotes professional development through leadership opportunities and networking connections for graduate students and new professionals within ACPA at the Annual Convention. By utilizing programming, scholarships, and recognition, the Convention Experience team will create a memorable experience for those involved and highlight the Community of Practice's mission and year-round work for other Convention attendees. **For positions on the Convention Experience Team, it is preferable, though not required, that you are able to attend the ACPA 2026 Convention in Baltimore, Maryland (March 29-April 1, 2026).***

### Coordinator for Special Events (1-2)

This position will oversee the planning and implementation of the entity's seminal professional development events at the association's annual convention - for example, Convention

Colleagues. This position also partners with the Convention Planning Team to implement the Convention Colleagues program, a signature program that allows first-time conference attendees to network with seasoned higher education and student affairs professionals. The overall responsibilities for this position are:

- Center the Strategic Imperative for Racial Justice and Decolonization into their work within this role and all the programs they are responsible for
- Develop a marketing strategy and coordinate with the Coordinator of Communications on the promotion of all the programs they are responsible for
- Attend the association's annual convention in anticipation of managing program execution at the convention and being the main point(s) of contact
- Selection of Endorsed Programs and coordination of introduction speakers at selected programs
- Coordination of needs related to Connection Point (formerly CelebrACPA) before Convention such as giveaway items and volunteer scheduling
- Coordinate administrative logistics for any and all programs they are responsible for

#### *Convention Colleagues*

- Recruiting new and seasoned professionals to attend the event and organize attendees
- Collaborate with the Convention Planning Team to create program and logistics
- Coordinate the panel guests for question and answer sessions during the program

### **Coordinator for Convention Ambassadors (2)**

The Convention Ambassadors are a small cohort of graduate students and new professionals who are attending the annual Convention and would like a more robust experience while also serving the organization. Ambassadors follow a pre-planned itinerary throughout pockets of the Convention schedule, volunteer for the Convention experience, volunteer in spaces hosted by GSNPCoP, and have time carved out for networking. The Coordinator(s) in this role have the creative freedom to tailor the short program to those individuals attending. This position includes the following responsibilities:

- Center the Strategic Imperative for Racial Justice and Decolonization into their work within this role and all the programs they are responsible for
- Develop a marketing strategy and coordinate with the Coordinator of Communications on the promotion of all the programs they are responsible for
- Attend the association's annual convention in anticipation of managing program execution at the convention and being the main point(s) of contact
- Coordinate administrative logistics for any and all programs they are responsible for
- Work with the International Office and the Coordinator(s) for Membership Engagement to recruit individuals to participate in this experience.
- Work with this year's Convention Steering Team, the Governing Board, and other GSNPCoP Coordinators to formulate volunteer and networking opportunities.
- Create an itinerary and keep the cohort on schedule throughout the Convention
- Formulate a sense of belonging before and during the Convention amongst the cohort

### **Coordinator for Awards & Scholarships (1)**

This position serves the community in formally recognizing outstanding individuals and programs annually through an award process. This includes the following responsibilities:

- Create the awards nomination forms and awards timeline each year
- Develop a marketing strategy and coordinate with the Coordinator of Communications on the promotion of all the programs they are responsible for
- Recruit award reviewers and manage the award review process
- Contact award winners and collect pertinent information
- Work with the Chair and Chair-Elect to have the Convention Awards created (purchasing certificates, coordinating mailouts, etc.)
- Attend the association's annual convention in anticipation of managing program execution at the convention and being the main point(s) of contact
- Facilitate the Awards Ceremony at the Convention
- Coordinating the Community's scholarships for the Convention by facilitating the application process. Scholarships can include: Convention Attendance, Flat Rate for Convention Needs, Membership (Graduate or New Professional), Emerging Leaders Institute, and Webinar Attendance.
- Recruit scholarship reviewers and manage/facilitate the scholarship review process
- Work with the Chair on budget & funding mechanisms and establish communication with the International Office.

## **NETWORKING TEAM**

*The Networking team is committed to bridging our community with the larger ACPA organization through various engagement opportunities. We create a welcoming and informed environment for aspiring and new professionals that encourages development and fosters lasting professional relationships.*

### **Coordinator for Member Engagement (1-2)**

This position will coordinate with the Leadership Team and International Office to connect with new organizational members and assist with the entity and organizational engagement.

This includes the following responsibilities:

- Communicate with the International Office and the Chair and Chair-Elect to obtain relevant data regarding new organization members for outreach
- Coordinate appropriate outreach to graduate students and new professionals to encourage involvement
- Assist new members in connecting with the GSNPCoP group in the Member Portal
- Create monthly or bimonthly engagement opportunities (socials) for graduate students and new professionals to connect and collaborate regarding the field, their positions, and unique experiences including, but not limited to, ACPA 101 and community events to discuss current trends in the field.

- Develop a marketing strategy and coordinate with the Coordinator of Communications on the promotion of all the programs they are responsible for
- Coordinate administrative logistics for any and all programs they are responsible for

### **Coordinator for Cross-Organizational Involvement (1-2)**

This position will coordinate with other entity groups and the International Office to offer programs and interest to graduate students and new professionals getting involved with ACPA. The key program for this position is an annual or **biannual** Involvement Panel.

- Work with the Chair and Chair-Elect to establish communication with the International Office and other entity groups.
- Keep up to date and communicate happenings from other entity groups by way of social media and email listservs and work with the Coordinator for Communications to include organizational happenings in all media outreach
- Coordinate and facilitate an annual or biannual Involvement Panel for interested graduated students and new professionals to network with leaders in other entity groups to further involvement and professional development
- Develop a marketing strategy and coordinate with the Coordinator of Communications on the promotion of all the programs they are responsible for
- Coordinate administrative logistics for any and all programs they are responsible for

## **OPERATIONS TEAM**

*The Operations team provides the internal and external communication, logistical processes, and historical background of the Community of Practice as a whole. Through organizing records, updating the website, creating social media marketing, and providing opportunities for assessment, the operations team supports the Community of Practice.*

### **Coordinator for Website Content and Development (1)**

This position includes the following responsibilities:

- Keep the Community's website (<https://www.myacpa.org/gsnpcop>) in functional order as well as updating as needed by members and the Directorate
- Facilitate the upload and removal of events, marketing, and contact information for the Directorate website
- Take minutes during Directorate meetings for accurate dissemination to members
- Create and disseminate a monthly newsletter including but not limited to, Directorate happenings, other entity group happenings, and relevant field updates that can be posted on GSNPCoP's website and Member Portal
- Creation and management of the Newsletter Request Form

### **Coordinator for Social Media (1-2)**

This position includes the following responsibilities:

- Publicize and promote Community of Practice events and programs with ACPA graduate students and new professionals through the use of the GSNPCoP social media platforms
- Schedule weekly and monthly social media posts around Directorate updates, upcoming events and programs, deadlines, scholarship and award opportunities, etc.
- Maintain the branding and visual identity of GSNP
- Creation and management of the Social Media Request Form
- Will be responsible for meeting with each Vice Chair and the Chair at least once to talk about what they need for social media.

*Knowledge, experience, and comfort working with Facebook, Instagram, LinkedIn, and X (formerly known as Twitter) is desired; Creativity and new ideas on cutting-edge social media platforms are always welcome.*

### **Coordinator for Data and Assessment (1)**

This position includes the following responsibilities:

- Maintain the membership roster, the directorate roster (including contact information), and Google Drive permissions for directorate members
- Manage all Community of Practice files and passwords for sub-emails within the Google Drive
- Work collaboratively with the CoP Coordinators and Vice Chairs to collect and analyze assessment data based on the functional areas
- Coordinate the Directorate exit survey and present findings to the Leadership team and at the annual Virtual Retreat
- Coordinate and facilitate post-program assessments for attendees and share findings with the Leadership team
- Creation and management of the Assessment Request Form
- Coordinate a general membership assessment process on satisfaction and areas of improvement of support and resources offered to the Directorate and present findings to the Leadership team
- Coordinate 1:1s with Vice Chairs to talk through assessment needs and wants within each area.

## **PROFESSIONAL DEVELOPMENT TEAM**

*The Professional Development team oversees various professional development and engagement opportunities for members of the community of practice through needs assessment and facilitation of learning. These opportunities prepare emerging professionals to take charge of the Student Affairs profession and own their own experience in the field.*

### **Coordinator for Special Events (2)**

This position will work to oversee the planning and implementation of the entity's Careers in



Student Affairs Month initiative and the Community of Practice Growing Knowledge Series events. There may be small projects that pop up that would fall under this position's responsibility and would be communicated with the Chair. This position includes the following responsibilities:

- Center the Strategic Imperative for Racial Justice and Decolonization into their work within this role and all the programs they are responsible for
- Develop a marketing strategy and coordinate with the Coordinator for Social Media on the promotion of all the programs they are responsible for
- Develop additional virtual special events for professional development as time allows
- Coordinate administrative logistics for any and all programs they are responsible for
- Create an involvement and marketing plan during October for Careers in Student Affairs Month to engage graduate students and new professionals

#### *Growing Knowledge Series*

- Collaborate with other members of the GKS CoP Shared Steering Committee to achieve the goals of the program. This includes monthly meetings and frequent communication to plan and market programming.
- Recruit colleagues who have recently completed their dissertation to present in the series and review submissions to present
- Share hosting responsibilities with other members of the GKS CoP Shared Steering Committee; Individually, be responsible for coordinating 1-2 webinars over the year.

### **Coordinator for Professional Engagement (3-4)**

This position will work collaboratively to oversee the planning and implementation of the entity's regular professional development opportunities, including webinars, professional preparation programs, and unique opportunities to learn and engage with peers. Additional opportunities might include mock interviews, resume reviews, and other non-webinar formats. This includes the following responsibilities:

- Develop and deliver innovative and inclusive programs to address professional development gaps for graduate students and new professionals in the field; either assist others in developing content or fully develop the content themselves, including offering endorsed program presenters a webinar opportunity.
- Coordinate, plan, and execute at least one webinar per semester (August - December & January-April)
- Identify speakers, guests, and content experts to feature on professional development opportunities they coordinate within their role.
- Coordinate administrative logistics for all the programs they are responsible for, including scheduling, marketing, managing Zoom/technology, moderating, and potentially developing content
- Center the Strategic Imperative for Racial Justice and Decolonization into their work within this role and all the programs they are responsible for
- Develop a marketing strategy and coordinate with the Coordinator of Communications on the promotion of all the programs they are responsible for

- Collaborate and communicate with other associated entities to develop programs and events benefiting the memberships of both entities

## Application & Next Steps

As stated at the beginning of this packet, the next step of the process is to complete and submit the electronic application, which should be completed by **January 5, 2025: [Directorate Application for Coordinator Positions](#)**. As you complete this application, please refer to this document as needed.

The Vice Chairs of the Graduate Students and New Professionals Community of Practice Directorate will review all applications. The Chair or Chair-Elect presides as the moderator or facilitator of the selection process.

**Those selected for a Coordinator position will be notified by the Vice Chair that oversees that role and will have a one-week window to accept or deny their position. After the one-week window, the respective Vice Chair reserves the right to extend an offer to someone else in the candidate pool.**

If you have any questions about this process, please contact us at [gsnpcop@acpa.nche.edu](mailto:gsnpcop@acpa.nche.edu). We look forward to reviewing your application!