

NHMEA Position Description Common Template

Job title	<i>Collegiate Coordinator</i>
Reports to	<i>Advocacy and Outreach Chair</i>

Type of Position

☒ Appointed ☐ Elected

Qualifications

A music educator who teaches at the higher education level.

Nominee/appointee must be an active music educator

Nominee/appointee must be a current member of NHMEA/NAfME

Duties and responsibilities

The primary job duties and responsibilities are:

1. Serve as a liaison between the collegiate representatives from each higher education institution and NHMEA.
2. Encourage participation of collegiate members within NHMEA through any of the following:
 - a. Writing for *Quarter Notes*
 - b. Attending state-wide conferences
 - c. Presenting at state-wide conferences
 - d. Attending NAFME Hill Day
3. Help ensure the professional development and support needed of collegiate students. This may be done through:
 - a. Organizing and facilitating an annual collegiate retreat in the Fall of each academic year
 - b. Offering sessions and workshops to support novice teacher induction into the field
 - c. Writing columns for NHMEA's *Quarternotes*

Timeline of Responsibilities/Duties

July-August:

1. Solicit help in the planning and implementation of the Fall Collegiate Retreat.
2. Assist collegiate students in the authorship of their own column within *Quarternotes*.

September:

1. Facilitate and attend collegiate retreat (if scheduled for this month).

2. Provide updates regarding NHMEA happenings within collegiate message boards and web-based platforms.

October:

1. Facilitate and attend collegiate retreat (if scheduled for this month).
2. Assist collegiate students in the authorship of their own column within *Quarternotes*.
3. Provide updates regarding NHMEA happenings within collegiate message boards and web-based platforms.

November:

1. Provide updates regarding NHMEA happenings within collegiate message boards and web-based platforms.

Timeline of Responsibilities/Duties (cont.)

December:

1. Provide updates regarding NHMEA happenings within collegiate message boards and web-based platforms.

January:

1. Provide updates regarding NHMEA happenings within collegiate message boards and web-based platforms.
2. Reach out to collegiates to determine necessary sessions for the spring conference. Encourage their participation in the planning and execution of sessions.

February:

1. Provide updates regarding NHMEA happenings within collegiate message boards and web-based platforms.
2. Assist collegiate students in the authorship of their own column within *Quarternotes*.
3. Reach out to all collegiate chapters for nominations for Hill Day participants (one from each school will be able to attend, but each school must submit the name of a male AND female choice.)

March:

1. Provide updates regarding NHMEA happenings within collegiate message boards and web-based platforms.
2. Assist collegiate students in the authorship of their own column within *Quarternotes*.
3. Gather final names submitted for Hill Day. Choose participants based on submissions.

April:

1. Provide updates regarding NHMEA happenings within collegiate message boards and web-based platforms.

2. Attend Spring conference, host sessions directly related to collegiate students, and facilitate all-collegiate luncheon with a guest speaker.

May:

1. Provide updates regarding NHMEA happenings within collegiate message boards and web-based platforms.

June:

1. Attend Hill Day with collegiates and others within the NHMEA delegation.

Direct reports (if applicable)

(List by job title any positions to be supervised by the incumbent)

Approved by:	
Date approved:	
Reviewed:	