

University Leadership Conference Planning Committee

Position Descriptions

Preferred Qualifications

- Must be currently enrolled at CSUF.
- Must be in good academic and disciplinary standing with a 2.5 or above gpa (undergraduate) or a 3.2 gpa or above (graduate).
- Must be able to commit 2 semesters to serve on the committee.
- Must be available to begin in August.
- Must be able to participant in a 2-day retreat. The retreat will take place on a weekend. Date to be determined.

Position Descriptions

Position: **Director**

Hours: *10 to 15 hours per week—including 1.5 hour weekly meeting, ½ hour advisor meeting and office hours.*

Compensation: Paid Position

Summary of Position Responsibilities:

- Assists with overseeing the preparation, implementation, and marketing of the conference.
- Assists with leading the planning committee members.
- Leads weekly planning committee meetings.
- Assists with promoting effective communication among planning committee members.
- Assists with developing publication materials for the conference.
- Compiles the conference assessment efforts.
- Coordinates conference volunteer program on the day of the conference.
- Coordinates the recruitment of next year's planning committee.

Position: **Marketing Coordinator**

Hours: *5 hours per week—including 1.5 hours weekly committee meeting, ½ hour advisor meeting, and 2.5 hours minimum office hours.*

Summary of Position Responsibilities:

- Promotes the conference on and off-campus.
- Creates or works with a graphic designer to develop the conference flyers, logo and other marketing tools.
- Manages the distribution and posting process of all materials (flyers, stakes, banners, letters, emails, website announcement, and others).
- Creates and distributes press releases.
- Serves as a media contact.

Position: **Presentation Coordinator**

Hours: *5 hours per week—including 1.5 hours weekly committee meeting, ½ hour advisor meeting, and 2.5 hours minimum office hours*

Summary of Position Responsibilities:

- Coordinates and schedules on-campus outreach presentations to classes, clubs and organizations.
- Creates presentation script.
- Organizes presentation materials for the committee's presentations.
- Manages presentation contact database.

Position: **Keynote Speakers Coordinator**

Hours: *5 hours per week—including 1.5 hours weekly committee meeting, ½ hour advisor meeting, and 2.5 hours minimum office hours*

Summary of Position Responsibilities:

- Researches and recommends major keynote speakers for the conference, including opening and closing keynote speakers.
- Assists with developing focuses for keynote speakers' presentations.
- Assists with travel arrangements.
- Assists with creating a memo of understanding with the presenters.
- Serves as a communication liaison between the presenters and the planning committee.

Position: **Special Events Coordinator**

Hours: *5 hours per week—including 1.5 hours weekly committee meeting, ½ hour advisor meeting, and 2.5 hours minimum office hours*

Summary of Position Responsibilities:

- Researches and recommends ideas for community projects and networking activities for the conference.
- Coordinates and plans special events for the conference.
- Works with on-campus and off-campus agencies to participate in special events.
- Coordinates the marketing of the community project and networking activities.

Position: **Workshop Coordinator**
Hours: *5 hours per week—including 1.5 hours weekly committee meeting, ½ hour advisor meeting, and 2.5 hours minimum office hours*

Summary of Position Responsibilities:

- Researches and recommends workshop ideas for the conference.
- Develops descriptions and learning goals for workshops.
- Researches and recruits presenters for workshops.
- Serves as a communication liaison between the presenters and the planning committee.
- Collects workshop outlines from the presenters.
- Coordinates workshops' schedules and rooms on the day of the conference.

Position: **Sponsorship Coordinator**
Hours: *5 hours per week—including 1.5 hours weekly committee meeting, ½ hour advisor meeting, and 2.5 hours minimum office hours*

Summary of Position Responsibilities:

- Coordinates fundraising activities for the conference.
- Creates sponsorship letters to send out to businesses and community members.
- Follows up on fundraising inquiry.

Position: **Awards Coordinator**
Hours: *5 hours per week—including 1.5 hours weekly committee meeting, ½ hour advisor meeting, and 2.5 hours minimum office hours*

Summary of Position Responsibilities:

- Coordinates the marketing of the Titan Leadership Award, Titan Spotlight Award, and Priscilla Oaks Multicultural Leadership Scholarship.
- Creates flyers for the awards if needed.
- Organizes awards committee to review applications.
- Creates awards certificates.
- Assists in researching, designing and obtaining awards' plaque.
- Coordinates the award ceremony on the day of the conference.

Position: **Registration Coordinator**

Hours: *5 hours per week—including 1.5 hours weekly committee meeting, ½ hour advisor meeting, and 2.5 hours minimum office hours*

Summary of Position Responsibilities:

- Manages registration database: data entry, reporting, accuracy of registration information, completion of payments.
- Assists with developing registration materials for the conference.
- Prepares registration materials for the day of the conference: name tag, check-in list, and others.
- Creates and prepares certificate of completion for participants.
- Supervises check-in site and facilitates onsite registration on the day of the conference.

For more information, contact:

Leadership and Multicultural Development

Dean of Students Office

Titan Student Union, Room 235

(714) 278-3211

Jrazo@fullerton.edu

University Leadership Conference Planning Committee Application

Instructions:

Complete all sections of the application.
Return the completed application to:

Dean of Students Office, TSU 235
ATTN: University Leadership Conference

Deadline to apply by Friday, April 24, 2009.

This application must be typed or printed legibly in black ink.

PERSONAL INFORMATION

Last Name First Name

Street Address

City State Zip Code

Email Address: _____@_____

Primary Phone Number: (_____) _____ - _____

Secondary Phone Number: (_____) _____ - _____

CWID: _____ - _____ - _____

How did you hear about the CSUF University Leadership Conference?

- Advertising/Marketing E-mail CSUF Portal/ Home Page
 Relative Friend Class Presentation
 Other _____

Please rank your top four positions in order of interest.

1. _____ 3. _____
2. _____ 4. _____

ACADEMIC INFORMATION

Major: _____ Minor: _____

Concentration: _____ GPA: _____

Year in school: Fresh Soph Jr Sr

Number of Units Enrolling in Fall 2008: ____ Anticipated Grad. Date: ____ / ____

LEADERSHIP EXPERIENCE

A. Have you ever attended the CSUF University Leadership Conference? Yes No
If yes, please discuss your experience briefly:

B. Within the next 2 semesters, which on/off-campus clubs or organizations or other time commitment (i.e. work, internship, etc.) will you be involved in?

Commitment Type: _____ Hours per week: ____

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QUESTIONS

Please type the answers to the following questions on a separate sheet of paper.

1. Why do you want to be a member of the planning committee?
2. What qualities, skills, and characteristics will you bring to the planning committee? (Briefly discuss your past experience from any past work, co-curricular experiences or skills applicable to the position.)

Submit to:

**Dean of Students Office
Titan Student Union, Room 235
Attn: University Leadership Conference
Fax: (714) 278-5109
Email: jrazo@fullerton.edu**