Illinois State Student Anthropologist Association- SAA

Position title:

Education Coordinator of the Executive Board

Reports to: President of the Executive Board
Elected by: Board vote
Term: 1 academic year starting at Rites of Passage
Level: Member

Summary

This position will oversee all events set by the board to successfully fulfill the mission for anthropological education to the community. Furthermore, the Education Coordinator must be the primary liaison between students and the anthropological program, professors, and opportunities offered. Aside from being up-to-date with the current research and educational aspects of the department this position must also facilitate Field School week where they promote the upcoming field schools offered to students.

Qualifications:

- Be an ISU student
- In good academic standing with the University
- Have the ability to attend no less than half of the bimonthly general meetings

Primary responsibilities

I. Attend weekly Board Meetings
II. Attend bimonthly general meetings
III. Adhere to the Constitution and the Mission Statement
IV. Plan Fall and Spring field trips
V. Plan events, guest speakers, and activities for general meetings
VI. Advocate educational activities of all four fields of Anthropology
VII. Connect professors with perspective students interested in their work
VIII. Plan Field School Week
IX. Responsible for other duties delegated by the President, Vice-President, or Advisor
X. Hold 1 office hour per week