

**As of 6/1/2021**

**Position Title: Director of Academic and Community Outreach**

**POSITION SUMMARY**

The Director of Academic and Community Outreach promotes the chapter to the community at large, including local colleges and universities and manages student engagement within the chapter. The Director develops and executes initiatives such as presentations about ATD-RTA to the local business and academic community, scholarship programs, internship programs, college outreach efforts, and student-focused chapter programming.

**TIME COMMITMENT**

**TERM:** 2 Years

**ESTIMATED TIME REQUIREMENTS PER MONTH**

- Attending board meetings: 1.5 hours
- Attending community and student relations meetings: 2-3 hours plus travel time
- Attending monthly chapter meetings: 3 hours
- Communicating with the ATD national administrative office and/or other board members about questions and/or issues: 1-2 hours

Yearly:

- Attend 2 Board Retreats each year; January and July: 1 day and ½ day, respectively.
- Optional attendance at the [ATD National Chapter Leaders Conference](#) : 2 days

**VALUE/BENEFITS**

**PERSONAL AND PROFESSIONAL**

- Networking with other Talent Development professionals locally and internationally
- Discounted [ATD National Professional Plus Membership](#)
- Continuous learning
- Qualification points for ATD certifications.
- Leadership role in a professional organization
- Volunteering
- Invitation, Free Registration, and stipend for hotel & travel to [ATD National Chapter Leaders Conference](#).
- Preferred seating at the [ATD International Conference](#) & Invitation to “Chapter Leadership Day” held during the International Conference.

## **RESPONSIBILITIES**

### **COMMUNITY ENGAGEMENT**

- Serves as a liaison between local community (business & institutions) and the chapter.
- Encourages local community to participate in ATD.
- Serves as a communications link between the community and the chapter in disseminating information relative to programs (ATD and community programs), scholarships, internships, and CPLP certification, etc.

### **STUDENT RECRUITMENT AND ENGAGEMENT**

- Serves as a liaison between local educational institutions and the chapter.
- Encourages local academia to participate in ATD Higher Education community
- Establishes and/or coordinates a mentoring program with current members and student members.
- Serves as communications link between students and chapter in disseminating information relative to student programs, scholarships, internships, and CPLP certification.
- Works with local academia to encourage student participation in local professional chapter meetings.
- Communicates with local academia to provide classroom visits to discuss the talent development profession, ATD and chapter membership, internships/scholarships, etc.

### **Training**

- Recruits and trains incoming Director of Academic and Community Outreach
- Recruits and trains volunteers to support the functions of this role

## **BOARD ROLE**

- Acts as a liaison to the community & faculty advisor(s) and reports back to the board on the needs of faculty and/or higher education institution.
- Ensures a reduced rate is established for student members.
- Attends and participates in monthly board meetings, chapter meetings, ATD International Chapter Leader Webinars; if available attends ATD International Conference and ATD Chapter Leaders Conference (ALC).
- Supports and promotes chapter affiliation requirements (CARE), the strategic goals and action plans of the chapter.
- Participates in other chapter events, committee meetings and workshops.
- Represents chapter professionally and ethically in all business functions/organizational activities.

## **QUALIFICATIONS**

- Skilled in written and verbal communication, personal interaction, and problem-solving
- Ability to plan, organize, and execute activities as required by the position.
- Ability to complete projects within established timeframes.
- Ability to delegate tasks and monitor follow-through.
- Ability to fully participate in chapter programs and board meetings.
- Has a willingness to advocate for the chapter.
- Ability to seek others out as volunteers.
- Member of ATD International and ATD-RTA member in good standing

## **ATD RESOURCES**

[ATD RTA Board Google Site](#)

[Chapter Relations Manager \(CRM\)](#)

[National Advisors for Chapters \(NAC\)](#)

[Chapter Affiliation Requirements \(CARE\)](#)

[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)

[Toolkits](#)

[Chapter Leader Webcasts](#)