

NAGAP Volunteer Opportunity Details

Committee: Professional Development Committee

Sign-up Close Date: March 6, 2017

Contact: Katie Beczak, Rochester Institute of Technology – kmbges@rit.edu

Appointment Term: 2 Year Commitment

Travel Required: three times a year in conjunction with the summer, winter and conference institutes.

Description: The Professional Development Committee is responsible for three NAGAP professional development events per year: Summer Institute focuses on the needs of beginning enrollment management professionals; Winter Institute is designed for enrollment management professionals with five or more years of experience; and Pre-Conference Institute is a one day event that highlights a specific topic or issue that is particularly relevant or urgent to all graduate enrollment managers. The committee is limited to five members because of the travel requirement.

Volunteer Categories:

Member(s) selected will be assigned based on committee needs and prior experience

- Conference Attendee Liaison
- Conference Presenter Liaison
- Evaluations and Fellowships Coordinator
- Marketing and Communications Coordinator

Time Commitment:

In addition to the travel time required (see above), the members of this committee meet monthly via conference call. Each member is also responsible for completing assigned tasks by specific deadlines. On average, we estimate that each committee member is volunteering from 5 to 8 hours per month, plus travel time.

Additional Information or Requirements: The committee seeks an individual who can work independently and as part of a team. Organizational and time management skills are essential. A good sense of humor is a major plus!

Number of openings anticipated: 1 committee member