

## NAGAP Volunteer Opportunity Details

### Professional Development Committee

The Professional Development Committee is responsible for three [NAGAP professional development institutes \(PDIs\)](#) per year:

- 1) The Summer Institute is designed for higher education professionals who are new to the GEM field, or for experienced professionals in admissions, recruitment, student services and beyond looking for a refresher in the specific issues pertinent to graduate education.
- 2) The Winter Institute is designed for enrollment management professionals with five or more years of experience.
- 3) The 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.

Members of the Professional Development Committee collaborate with the NAGAP Governing Board and Executive Office Staff to organize and facilitate all aspects of the institutes. The committee also divides out specific roles as liaisons as follows:

Speakers: Coordinate with the institute speakers on travel arrangements and reimbursements, presentation materials, and biographies

Marketing: Promote the institutes to NAGAP members and GEM professionals, which includes the management of the Facebook and Twitter PDI accounts, e-mail messages to current and prospective NAGAP members, and identify strategic ways to market each institute

Attendees: Coordinate with prospective and current institute attendees to facilitate registration, assist with questions about the institute, and share conference materials

Fellowships and conference evaluation: Organize the fellowship application and review of materials, coordinate with institute fellows to arrange for receipt and recognition of award, and administer conference evaluations

Education Committee: Serve as the liaison to the Education Committee to strategically align PDIs with National Conference offerings and other educational opportunities offered to NAGAP members and GEM professionals – *Note: this position is filled by a current member of the committee*

#### Travel Required:

Three times a year in conjunction with the summer, winter, and conference institutes

#### Time Commitment:

In addition to the travel time required (see above), the members of this committee meet approximately five times a year via conference call. Each member is also responsible for completing assigned tasks by specific deadlines. On average, it is estimated 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.