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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **MSU Macademics - Volunteer and Logistics Executive** |
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| **Term of Office:** | September 1 to April 30 |
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| **Supervisor:** | MSU Macademics Coordinator |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 4-6 hours per week |

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| **General Scope of Duties** |
| Under the direction of the MSU Macademics Coordinator, the Volunteer and Logistics executive is responsible for the outreach, engagement, scheduling, and coordination of volunteers. This may include, but is not limited to: promotion and facilitation of the TAC nomination periods, room, food, and AVTEK bookings, and the coordination and distribution of invitations. The Volunteer & Logistics Executive will ensure that volunteers are organized and aware of expectations during a campaign. The Volunteer & Logistics Executive will also assist in the day-to-day operations of the service.  |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Volunteer Management Function | 45% | * Work with various executives to coordinate volunteers for events, campaigns, etc.
* Coordinate the creation of a volunteer schedule based on volunteer availability and the campaign schedule as set forth by the MSU Macademics Coordinator
* Relay shift schedules and other pertinent information to volunteers, the executives, and the Macademics Coordinator
* Work with the Macademics Coordinator to interview and recruit volunteers
* Aid in the training of all Macademics volunteers
* Maintain strong communication with the Macademics Coordinator, executives, and volunteers
* Conduct volunteer meetings as necessary
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| Logistics Function  | 45% | * Responsible for booking and scheduling tables for events in various locations, including the MUSC
* Responsible for the organization and logistics of events, in coordinator with the MSU Macademics Coordinator
* Coordinate, organize, and produce reports based on the data collected from campaigns
* Coordinate room books for training sessions and other events as advised by the MSU Macademics Coordinator
* Assist the TAC Coordinator to:
	+ Coordinate the distribution of invitations for the awards Ceremony
	+ Coordinate with AVTEK to ensure equipment is properly set-up
* Coordinate classroom visits by TAC committee and SRA members during the evaluation period at the nominee’s convenience
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| Other  | 10% | * Other duties as assigned by the Macademics Coordinator
* Provide feedback on the service
* Participate in executive meetings as scheduled
* Provide transition to the incoming Volunteer & Logistics Executive
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| **Knowledge, Skills and Abilities** |
| * Awareness and understanding of topics associated with MSU Macademics (pedagogy, teaching quality, post-secondary education, etc.)
* Must have strong organizational and time management skills as well as the ability to plan ahead Must be able to effectively communicate over email, phone and in person
* The ability to work well with others and as part of a team
* Leadership skills
* Knowledge of event planning resources on campus is an asset
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| **Effort & Responsibility** |
| * Responsibility to attend all committee meetings
* Attention to detail
* Effort required to implement recruitment campaigns
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| **Working Conditions** |
| * Most work can be accomplished from the MSU committee room
* Other spaces may include on-campus offices for in person meetings
* Atmosphere is friendly and collaborative
* Time demands may exceed stated hours of work
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| **Training and Experience** |
| * Previous experience in event planning is an asset
* Previous volunteer management experience is an asset
* Necessary training will be provided
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| **Equipment** |
| * Personal computer
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