HEASPA 2014-2015: Director Descriptions

Please note: all directors attend the one-hour monthly meeting to discuss their work in addition to the following. Also, please update the directors on the progress of pending events.

HEASPA Executive Directors (Seeking one doctoral and one master’s student for these positions)
This position will serve as the main contact for HEASPA.
Duties include:
- Serving as the “face of HEASPA” at all University events
- Organizing, setting agenda, leading monthly, and emailing minutes from meetings
- Being a liaison to the University of Texas at Austin, including faculty, students, and staff
- Registering the organization and completing appropriate DOS trainings
- Assisting all committee chairs with their duties
- Taking the lead on integrating community engagement and service as a key pillar of the organization
- Other duties as necessary

Professional Development Co-Directors
This position will organize professional development events for Master’s and Doctoral students.
Duties include:
- Developing the Brown Bag Lunch Series (doctoral, master’s or combined)
- Advertising professional development events occurring on campus and in the area
- Encouraging students to attend local and national conferences

New Student Services Co-Directors
This position is responsible for the overall planning and implementation of orientation events for new Master’s and Doctoral students.
Duties include:
- Organizing outreach effort directed at newly admitted students to make them aware of program and campus resources prior to orientation
- Coordinating with department faculty and staff to develop fall orientation program prior to the start of the academic year
- Recruiting students to serve as panelists and speakers during orientation events
- Attending and serve as HEASPA representative during orientation events
- Attending and serve as HEASPA representative at Fall semester info sessions hosted for potential student applicants for the following year

Social Engagement Co-Directors
This position will plan and implement multiple events during the year to promote a social atmosphere between program students, alumni and faculty and staff and to develop social opportunities that encourage an atmosphere of inclusiveness.
Duties include:
- Working with program faculty to organize at least two program-wide potlucks throughout the academic year
• Planning periodic social hours to provide a social outlet for HEASPA members (Welcome Back Celebration; Holiday Potluck)
• Providing opportunities for members to meet other members that they do not normally interact with one another

**Budget & Fundraising Director**
This position will oversee all aspects of HEASPA finances as well as actively research opportunities for HEASPA to raise money.
Duties include:
• Managing HEASPA bank account
• Researching avenues in which HEASPA members could receive money for professional development, organizing events, etc...
• Seeking fundraising opportunities
• Connecting with UT community and alumni to explore fundraising opportunities

**Mentoring Program Director**
This position will coordinate mentor programs for master’s students in the Higher Education Administration department.
Duties include:
• Analyzing the mentoring needs of students
• Working to assign mentors based on student preferences
• Coordinating events for mentors/mentees

**Marketing Director**
This position will coordinate social media for HEASPA.
Duties include:
• Maintaining the HEASPA Blog
• Updating HEASPA Calendar
• Serving as moderator of Facebook group, Twitter, and any other social media
• Facilitating communications efforts for HEASPA
• Taking notes during meetings and communicating those notes to HEASPA officers

**Membership Director**
This position will monitor new member processing, and coordinate membership engagement efforts.
Duties include:
• Creating the New Member Registration Process
• Monitoring the Membership Processes for HEASPA
• Coordinating Member Engagement Efforts
• Maintaining Membership Due Info in collaboration with the Budget & Fundraising Director