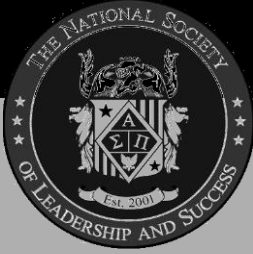


The National Society Of Leadership and Success



We Build Leaders Who Make a Better World

Position: Technology & Communications Coordinator

Responsibilities:

1. Work collaboratively with the NSLS Advisors and other E-Board Members on advising the pending members through NSLS requirements.
2. Step into other leadership board positions when asked or when needed.
3. Help facilitate ice breakers, activities, Orientation, and Leadership Training Day.
4. Share the responsibility of host at Speaker Presentations with other E-Board Members.
5. Advertise speaker events through email, remind students of upcoming events, and assist in tracking student attendance.
6. Set up technology at various events and work to promote NSLS website and mobile app use.
7. Help select recipients for chapter awards when needed.

Supervision Received: Supervision for the position of Secretary is provided by both the Director of Campus Activities (Advisor) and the Administrative Assistant in Campus Activities (Co-Advisor) in the Office of Campus Activities & Orientation.

Qualifications: Full-time Viterbo University student, minimum cumulative GPA of 3.0, inducted member.

Dates of Obligation & Length of Position:

- E-Board meetings as scheduled, typically once a month, and as needed throughout the academic year
- Attend and promote NSLS at the Welcome Back Bash during the first week of the academic year
- Help with Orientation and Leadership Training Day
- Help with the Induction Ceremony
- Attend all speaker broadcasts, unless approved otherwise
- Attend the E-Board leadership retreat
- Position will begin immediately and end after one academic year

I have read and understand the above position description and agree to follow it.

Signature of Student Leader

Date

Director of Campus Activities & Orientation

Date

Administrative Assistant Campus Activities & Orientation

Date