

International & American Student Alliance (IASA)

2018-19 E-Board Position Descriptions

We appreciate your interest in joining the International & American Student Alliance (IASA) 2018-19 Academic Year Executive Board (E-Board). We are looking for hard-working and responsible individuals who are willing to take on a leadership role in our organization. E-Board candidates should be enrolled full-time at the university for the 2018-19 academic year and should be in good academic standing.

General IASA Officer Expectations

All IASA E-Board members will be expected to attend all IASA leadership team meetings. These meetings will most likely take place on a weekly basis, although it is possible that meetings will become bi-weekly. A poll will be sent out to all E-Board members at the beginning of the semester to determine the best day and time to hold this meeting.

In addition, all IASA E-Board members will be asked to attend all International Student Council (ISC) meetings, as available. There are six ISC meetings each semester and the dates and times will be published at the beginning of the semester, although they are typically held on Thursdays at 6:00 p.m.

IASA E-Board members are also asked to maintain an active presence at IASA and ISC events and activities. All E-Board members will be expected to attend at least 75% of IASA events and activities throughout the semester.

Application Information

To apply for this position, please complete the general IASA Officer Application, which can be found on our website at www.olemissiasa.com under the "Join our E-Board" tab. For full consideration, all E-Board applications should be submitted by Friday, April 27th, 2018 at 11:59 p.m. After submitting an application, you will be contacted to set-up an interview day and time.

If you have any questions regarding any of the available positions or the application process, please contact Kelly Slater, the current IASA president, by email at kdslater@go.olemiss.edu or by phone at (228) 623-7029.

Executive President

This position is responsible for the oversight of all operations for the IASA and ISC.

Position Specific Job Responsibilities

- Lead IASA in deciding its goals for the year and achieving those goals.
- Organize and direct the work for IASA's E-Board and committees.
- Presides effectively over all IASA E-Board and general meetings
- Maintain effective communication with all other IASA officers, committees, and advisors.
- Attends OGE advisors meetings as requested, most likely once a month.
- Represent IASA at various events and activities which related to the goals and functions of IASA, in particular, events held by other international student organizations.
- Resolve, with the assistance of the advisors, any conflicts within IASA.

Executive Vice-President

This position is responsible for assisting with the oversight of all operations for the IASA and ISC.

Position Specific Job Responsibilities

- Assist the president in deciding IASA's goals for the year and achieving those goals.
- Remain knowledgeable about all organization activities and events. Fill-in for the president when he or she is absent or unable to serve.
- Maintain effective communication with all other IASA officers, committees, and advisors.
- Ensure that there is clear communication throughout IASA's E-Board, general membership, and the Ole Miss and Oxford community. Create and send IASA's weekly newsletter, as well as any other communications as needed.

Secretary & Director of Membership

This position is responsible for creating and maintaining records for IASA.

Position Specific Job Responsibilities

- Attend IASA E-Board, general, and ISC meetings and take the official minutes for each meeting. If you are unable to attend a meeting, you will be responsible for designating someone to take the minutes in your place.
- Maintain a record of IASA and ISC membership throughout the semester.
- Create new ideas and strategies for recruiting international and domestic students to become active members of IASA and ISC.
- Attend Registered Student Organization (RSO) workshops and trainings related to M-Sync and membership. Stay current on all related policies.

- Update IASA's M-Sync account with relevant information throughout the semester.

Treasurer & Director of Fundraising

This position is responsible for initiating and organizing fundraisers, as well maintaining financial records for IASA.

Position Specific Job Responsibilities

- Create and implement fundraising opportunities, such as percentage nights at restaurants or bake sales.
- Work with the Associated Student Body (ASB) and the Office of Global Engagement (OGE) to request funds for various events and programs. Submit the necessary budget requests to apply for these funds.
- Attend all Registered Student Organization (RSO) workshops and trainings related to fundraising and applying for funds. Stay current on all related policies.
- Keep track of IASA's financial records throughout the semester.
- Oversee the fundraising committee, which will assist the person in this position with planning and implementing fundraising activities.

Historian & Director of Public Relations (PR)

This position is responsible for maintaining records of IASA's events and activities, as well as the promotion of those activities to the university and Oxford community.

Position Specific Job Responsibilities

- Ensure that there is adequate picture and videos of each event and activity for documentation and promotion purposes.
- Create promotional material for IASA and its events and activities, including flyers, videos, and social media.
- Maintain IASA's social media presence, including Facebook and Instagram.
- Oversee the Public Relations committee, which will assist the person in this position with public relations activities.

Director of Academic Success & English Clusters Program

This position is responsible for creating resources to aid international students in succeeding academically, which includes IASA's English Clusters program (free weekly ESL classes).

Position Specific Job Responsibilities

- Lead and maintain the IASA English Cluster program, which includes creating the class schedule each semester, recruiting teachers and students, promoting the program, keeping records of attendance, and teaching at least one class a semester.

- Identify areas in which international students desire additional academic support, specifically in relation to their English skills. Create workshops and activities to help target these areas.
- Oversee the Academic Success committee, which will assist the person in this position with the English Clusters program and academic-related activities and events.

Director of the International Student Council (ISC)

This position is responsible for overseeing all aspects of the International Student Council.

Position Specific Job Responsibilities

- Lead and maintain the International Student Council, which includes creating the meeting schedule, recruiting new members, inviting campus representatives to speak at meetings, and maintaining membership rosters.
- Lead and facilitate all International Student Council meetings. If you are unable to attend a meeting, you will be responsible for designating someone to lead in your place.
- Identify, with council members, areas in which international students have concerns or issues and create realistic goals for the council to target.

Director of Cross-Cultural Engagement

This position is responsible for creating opportunities to showcase the various cultures represented across campus and in the community.

Position Specific Job Responsibilities

- Maintain effective communication with other international and cultural organizations on-campus and in the community
- Create and plan one-time and on-going activities and events that showcase the various cultures represented on-campus (i.e. International Culture Night, International Festival, and Global Engagement Nights).
- Communicate and collaborate with other committees, such as Public Relations, to create publicity for all planned activities and events.
- Oversee the Cross-Cultural Engagement committee, which will assist in creating and planning these events and engagement opportunities

Director of Social Events

This position is responsible for creating opportunities for international and domestic students to interact with one another, as well as for international students to learn about American culture.

Position Specific Job Responsibilities

- Create and plan one-time and on-going social activities and events that allow international and domestic students to interact with one another, including the Sardis Lake Picnic, Movie Night, and Escape Rooms.
- Create opportunities for international students to learn more about American cultures, particularly holiday traditions, including pumpkin carving for Halloween or dying eggs for Easter.
- Communicate and collaborate with other committees, such as Public Relations, to create publicity for all planned activities and events.
- Oversee the Social Events committee, which will assist in creating and planning these activities and events.

Director of Sports & Athletic Programs

This position is responsible for creating opportunities for international and domestic students to interact with one another through sports and other athletic-based activities.

Position Specific Job Responsibilities

- Create and plan one-time and on-going athletic activities and events that allow international and domestic students to interact with one another through playing sports, including weekly basketball games and a table tennis tournament.
- Know and be able to teach the rules to the common sports, including basketball, soccer, baseball, and table tennis.
- Stay current on information about intramural sports, and as interest allows, create intramural sports teams for IASA members.
- Communicate and collaborate with other committees, such as Public Relations, to create publicity for all planned activities and events.
- Oversee the Sports & Athletic Programs committee, which will assist in creating and planning these activities and events.

Director of Campus & Community Outreach

This position is responsible for communicating with other organizations to gather information about what they are planning and doing.

Position Specific Job Responsibilities

- Communicate regularly with other organizations on-campus and in the community.
- Keep an updated database of all events and activities occurring on-campus and in the community that could be of potential interest to international students. Find ways to communicate this information with international students.
- Create opportunities for IASA members to complete community service. Find ways for IASA to collaborate with other organizations for volunteer opportunities.

Director of the Conversation Partner Program

This position is responsible for overseeing the Conversation Partner program (pairing new international students with current international and domestic students).

Position Specific Job Responsibilities

- Recruit domestic and international students to participate in this program through the use of organization fairs, flyers, and other innovative methods.
- Train conversation partners at the beginning of each semester and create resources for them to use for effectively communicating with their partner(s).
- Create events, particularly at the beginning of each semester, to allow all partners to meet each other in a formal setting together.
- Maintain contact with program participants on a regular basis to ensure that each partnership is effective. Make adjustments in partner pairings as necessary.

Director of the International Neighbors Program

This position is responsible for overseeing the International Neighbors program (pairing new international students with local families).

Position Specific Job Responsibilities

- Recruit local families to participate in this program through the use of faculty/staff email, flyers, VolunteerOxford, and other innovative methods.
- Recruit international students to participate in this program through the use of organization fairs, flyers, and other innovative methods.
- Train international neighbors at the beginning of each semester and create resources for them to use for effectively communicating with their partner(s).
- Create events, particularly at the beginning of each semester, to allow all partners to meet each other in a formal setting together.
- Maintain contact with program participants on a regular basis to ensure that each partnership is effective. Make adjustments in partner pairings as necessary.

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