

# **University Liaison Manager**

**Position Summary:**

The University Liaison Manager reports to the VP for Professional Development and secures relationships with colleges and universities to attract student members interested in or about to enter the adult learning profession.

**Term:** One year; appointed by VP for Professional Development; position can be renewed or changed, as necessary, at the discretion of the Chapter Board.

**Time Commitment:** 5-7 hours a month

Estimated Time Requirements per month:

* Plan, recruit, meet and implement chapter university program: 2 hours
* Manage all university-related issues: 2-4 hours
* Work with and update VP for Professional Development: 1 hour

**Responsibilities:**

* Serves as a liaison between local educational institutions and the chapter
* Encourages local academia to participate in ATD Higher Education Affiliate Program
* Works with local academia to encourage participation in local professional chapter meetings
* Communicates with local academia to provide classroom visits to discuss the workplace learning and performance profession, national ATD and chapter membership, internships/scholarships, etc.

The positions that the University Liaison Manager is supported by:

* VP for Professional Development
* VP for Finance
* VP for Marketing and Communications
* Webmaster
* Newsletter Editor
* Social Media Manage

**Qualifications:**

* Skilled in written and verbal communication, personal interaction, and problem-solving
* Ability to plan, organize, and execute activities as required by the position
* Ability to complete projects within established timeframes
* Ability to delegate tasks and monitor follow-through
* Strong analytical and networking skills
* Has a willingness to advocate for the chapter
* Ability to seek others out as volunteers
* A member in good standing of the local chapter

**ATD Resources:**

[Chapter Coach](http://www.astd.org/membership/ChapterLeadership/ChapterServicesDepartment/)

[National Advisors for Chapters (NAC)](http://www.astd.org/membership/ChapterLeadership/ChapterCommittees/National+Advisors+for+Chapters-NAC.htm)

[Chapter Affiliation Requirements (CARE)](http://www.td.org/Members/Chapters/Chapter-Leader-Community/Chapter-Administration)

[Sharing Our Success (SOS)](http://www.astd.org/membership/ChapterLeadership/ChapterRecognitionPrograms/sharingOurSuccess.htm)

[Chapter Leader Community (CLC)](http://www.astd.org/membership/ChapterLeadership/ChapterRecognitionPrograms/sharingOurSuccess.htm)

[Leadership Connection Newsletter](http://www.astd.org/membership/resourcesForChapterLeaders/ChapterLeadership/Resources/LCN.htm) (LCN)

[Toolkits](http://www.astd.org/membership/ChapterLeadership/Resources/Toolkits/)

[ATD Leadership Institute (ALI)](http://www.astd.org/membership/ChapterLeadership/LeadershipDevelopmentPrograms/ASTD+Leadership+Institute+%28ALI%29.htm)