



Title: Director of Clubs & Campus Relations
Hours Per Week: 12
Support Payment: \$2,040.00
Length of Term: Fall and Spring Semester
2019-2020 Academic Calendar

Position Overview:

The Director of Clubs & Campus Relations shall be responsible for overseeing graduate level clubs and organizations and serving as the primary contact for affinity-based programs in the community.

Responsibilities

- I. Responsible for executing and managing the policies and affairs governing council recognized clubs and organizations
- II. Lead and coordinate efforts of all campus liaisons (appointed by the President) to support a diverse campus community
- III. Work with the Director of Finance to assist organizations obtain funding and adhere to fiscal policies
- IV. Work with the Director of Programming to organize an Graduate Student Involvement Fair with all graduate-level organizations at the beginning of the academic year
- V. Manage the affairs of the liaisons and provide monthly updates to the council in these respective constituencies
- VI. Serve as the liaison for cross-collaboration for club creation and programming and between the following entities:
 - A. Student Bar Association (SBA)
 - B. American University Student Government (AUSG)
- VII. Serve as the liaison for cross-collaboration for affinity group graduations. These groups include but are not limited to:
 - A. Black Graduation
 - B. Latinx Graduation
 - C. Asian-Pacific Islander Graduation
 - D. Lavender Graduation (LGBTQ+)

Expectations

- I. Attend all “official” Graduate Leadership Council events, meetings, and activities
- II. Communicate effectively with council members and Office of Student Activities
- III. Contribute to a positive work environment
- IV. Consistently demonstrate passion and service to the graduate community
- V. Fulfill all responsibilities assigned to the position