



# GRADUATE LEADERSHIP COUNCIL

AMERICAN UNIVERSITY • WASHINGTON, DC

**Title:** Director of Clubs & Campus Relations

**Hours Per Week:** 6

**Support Payment:** Yes

**Length of Term:** Fall and Spring Semester 2023-2024 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 to obtain funding and adhere to fiscal policies
- IV. Manage the affairs of the liaisons and provide monthly updates to the council in these respective constituencies
- V. Serve as the liaison for cross-collaboration for club creation and programming and between the following entities:
  - Student Bar Association (SBA)
  - American University Student Government (AUSG)
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- VI. Serve as the liaison for cross-collaboration for affinity group graduations.

## **Expectations**

- I. Attend all “official” Graduate Leadership Council events, meetings, and activities
- II. Communicate effectively with council members and the 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