

Job Description - Director of Student Involvement

- **Term:** One year or as determined by the Board of Directors and Chapter Bylaws
- **Eligibility:** Member in good standing / Willing to dedicate the time, energy, talents, and enthusiasm required for the position
- **Reports to:** Vice President of Membership

General Responsibilities:

- Serve as a member at large of the Board of Directors.
- Provide direction and leadership for student members and work to maintain and increase MPI student membership.
- Engage with University and College campuses in the Pittsburgh Region to establish student chapters and recruit individual student members.
- Collaborate with MPI chapter leadership to ensure students are represented at monthly events.
- Report on the strategies, successes, and challenges of recruiting and retaining student members.
- Support and defend policies and programs adopted by the Board of Directors.
- Conduct transition meetings with successor.
- Perform other duties as may be delegated by the VP of Membership, Chapter Membership, and/or Chapter President.

Specific Responsibilities:

- Submit a monthly volunteering report to VP Membership and OOP.
- Collaborate with VP of Membership and VP of Marketing & Communication to enhance the Student membership page of the website.
- Report to the Executive Committee and the Board of Directors on the strategies, successes, and challenges of the student management programs.
- Collaborate with VP of Education and VP of Networking to develop programs focused on student membership.

- Manage the application process for the “Sponsor a Student” campaign.

Time Commitment:

- Regular attendance at monthly meetings, chapter activities, and functions.
- Attendance at Board meetings and retreats.
- Attend All Hands Global Calls.