IGNITE KNOX STUDENT DIRECTOR POSITION DESCRIPTION

The Ignite Knox Student Director position is exceptionally rewarding, but also incredibly competitive. Applicants should ensure they meet the minimum qualifications and can fulfill the responsibilities of the position.

KNOX STUDENT DIRECTOR ESSENTIAL QUALIFICATIONS

- Must have previously served as an Ignite Team Leader.
- Must have and maintain a minimum cumulative GPA of 2.5 & be in good standing with the university.
- Must be enrolled full time (12 credit hours) at UT for Fall 2018 and Spring 2019, and an enrolled student Fall 2019.
- Must display professionalism and school spirit.
- Must demonstrate a commitment to new students and their success.

KNOX STUDENT DIRECTOR RESPONSIBILITIES AND SKILLS

Productive Relationships and Group Management

- Servant Leadership mentality (leadership philosophy that puts the needs of others first and helps people develop and perform as highly as possible.)
- Ability to lead and teach relevant Ignite Knox activities
- Actively maintain a positive and professional relationship with Center for Leadership and Service staff.
- Foster teambuilding and community among returning and new Team Leaders.
- Ability to create a positive atmosphere for staff and participants
- Weekly meetings with the Ignite Knox staff in the Fall and Spring

As a result of the Ignite Student Director position you will...

- Understand how to develop productive relationships with your Co-Director, Ignite Team Leaders, and CLS staff
- Believe in cultivating connections with others that contribute positively to their personal growth
- Transition unproductive relationships among Team Leaders into productive ones
- Respond to constructive feedback in a positive manner and make necessary adjustments

Mentoring and Empowerment

- Mentor, train, and support the 2019 Ignite Team Leaders.
- Demonstrate and facilitate effective feedback skills with staff and participants.

As a result of the Ignite Student Director position you will...

- Effectively use one’s expertise and experience to teach, coach, and challenge individuals with less experience to reach their potential
- Select and apply various motivation strategies specific to each person on your team
- Offer critiques, confirmations, and/or advice that is timely and respectful manner in an effort to improve a team member’s decisions, effectiveness, productivity, or interactions with others
- Delegate to others so they have a sense of ownership and accountability to the program

Supervision

- Aid in the development and execution of the 2019 Team Leader recruitment and selection plan.
- Manage program planning, implementation, evaluation, and logistics.
- Inspect program site, facilities, and equipment.

As a result of the Ignite Student Director position you will...

- Provide direction to Team Leaders so they are clear about what they need to do, the process for doing it, and expectations.
- Fairly distribute responsibilities among team members, while keeping each member’s strengths in mind

Follow-Through

- Serve as one of the on-site coordinators for the 2019 Ignite Knox program.
- Work 5 hours a week during the Fall and Spring semesters the Center for Leadership and Service; and report to campus two days prior to Ignite Knox Day Zero

As a result of the Ignite Student Director position you will...

- Exhibit a high level of commitment and see things through to the end even in the face of adversity
- Maintain passion and energy to achieve intended program and personal goals
Initiative

✓ Plan, implement, and carry out program risk management and emergency action planning.

As a result of the Ignite Student Director position you will

✓ Take charge of a situation, voluntarily and unprompted by others, especially when has the expertise to do so or when others are unable to

✓ Use good critical thinking and problem solving abilities to make effective and timely decisions

Career Readiness Competencies developed through this position:

✓ Leadership: Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. Ability to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

✓ Critical Thinking/Problem Solving: Exercise sound reasoning to analyze issues, make decisions, and overcome problems. Able to obtain, interpret, and use knowledge in this process, and demonstrate originality and inventiveness.

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✓ Teamwork/Collaboration: Build collaborative relationships with others representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints; ability to work within a team structure, and can negotiate and manage conflict.

TIME COMMITMENTS

Being an Ignite Knox Student Director requires an extreme amount of time and dedication and is required to participate in the following activities:

✓ 2019 Spring Ignite Team Leader Training course: Tuesdays 2:10-4:55pm
✓ Ignite Team Leader Welcome Meeting: November 26th 5:30-8pm
✓ Attend MLK Jr. Day of Service: January 19, 2019
✓ Attend Clifton M. Jones Student Leadership Conference: March 2, 2019
✓ Fall 2019 Ignite reunion event: August 23, 2019
✓ Co-facilitate additional TL Trainings and help table /present at new student events/programs as needed

Student Director Specific Commitments

✓ Student Director Transition Meeting Sept. 28th 9am-12pm
✓ Student Director Training Dec. 14th 9am-4pm
✓ 1 hr Weekly meetings with the Ignite Knox staff in the Fall and Spring
✓ Work 5 office hours a week during the Spring semester in the Center for Leadership and Service
✓ 2019 Team Leader interviews (group interviews: October 17-19, 2018, individual interviews: October 31st-November 16th, 2018)
✓ Co-Teach Ignite Team Leader trainings in the spring semester: Tuesdays 2:10-4:55pm
✓ Ignite Team Leader and staff retreat: February 8-10, 2019
✓ Ignite Knox session including Prep Day and Day 0 training and one day after Ignite Knox: July 8-15, 2019

COMPENSATION

✓ $8.50 per hr for 6 hours a week in the fall (starting Oct. 1st and ending Dec. 7th) and spring semester (starting Jan 7th – no hours over spring break – and ending May 3rd) ***you cannot get paid for the 3 hrs of TL class
✓ $8.50 per hr for 50 hours during the week of your program

By signing this agreement, you are committing to fulfill the role of IGNITE STUDENT DIRECTOR for 2018-2019. If for any reason you do not fulfill your commitment to the Ignite program or if you are removed from your position you understand that you will not receive the listed compensation.

_______________________________  ______________________  ______________________
Print Name                  Signature                  Date