IGNITE STUDENT DIRECTOR POSITION DESCRIPTION

LEADERSHIP SUMMIT 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 2019 and Spring 2020, and an enrolled student Fall 2020.
✓ Must display professionalism and school spirit.
✓ Must demonstrate a commitment to new students and their success.

LEADERSHIP SUMMIT 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 activities
✓ Actively maintain a positive and professional relationship with Jones Center for Leadership and Service staff
✓ Foster teambuilding and community within Ignite and the JCLS
✓ Ability to create a positive atmosphere for staff and participants
✓ Weekly meetings with the Ignite 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 JCLS staff
✓ Believe in cultivating connections with others that contribute positively to their personal growth

Mentoring and Empowerment
✓ Mentor, train, and support the 2020 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 to reach their potential
✓ Select and apply various motivation strategies specific to each person on your team
✓ Offer and receive constructive feedback
✓ Delegate to others so they have a sense of ownership and accountability to the program

Supervision
✓ Aid in the development and execution of the 2020 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...
✓ Set clear goals and expectations for Team Leaders
✓ Learn to recognize and celebrate the individual strengths and talents of Team Leaders

Follow-Through
✓ Serve as one of the on-site coordinators for the 2020 Ignite program
✓ Assist in the recruitment and selection process for Team Leaders in Fall 2019
✓ Work 3 hours a week during the Spring 2020 semester in the Jones Center for Leadership and Service (1 of these hours is a weekly one-on-one with Ignite professional staff)
✓ Report to campus one week prior to Ignite session dates

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
✓ Use good critical thinking and problem solving abilities to make effective and timely decisions
✓ Use Ignite experience and expertise to think creatively about ways to enhance the program

TIME COMMITMENTS
Ignite Student Directors are required to participate in the following activities:
✓ Ignite Team Leader Welcome Meeting: December 2nd, 2019
✓ Attend MLK Jr. Day of Service: January 18, 2020
✓ Attend Clifton M. Jones Student Leadership Conference: March 7, 2020
✓ Fall 2020 Ignite reunion event: August 26, 2020
✓ Co-facilitate additional TL Trainings and help table/present at new student events/programs as needed

Other Ignite Student Director Commitments:
✓ Student Director Transition Meetings and One-on-Ones with Ignite professional staff the week of October 21-25
✓ Student Director Training November 21, 5-8pm
✓ 1-hr weekly meetings with the Ignite professional staff in the Spring
✓ Work 2 office hours a week during the Spring semester in the Jones Center for Leadership and Service
✓ 2019 Team Leader interviews (Group interviews: October 25 & 28-29, 2019, Individual interviews: November 1-14, 2019)
✓ Co-Teach Ignite Team Leader trainings in the spring semester: Tuesdays 2:10-4:55pm
✓ Ignite Team Leader and staff retreat: February 7-9, 2019

2020 Ignite Sessions (Tentative)
✓ Knox: July 8-11 and 15-18
✓ Serves: August 3-6
✓ Leadership Summit: August 10-12

COMPENSATION
✓ $8.50 per hr for Team Leader interviews in the fall and spring semester office hours (starting January 13 and ending May 3rd)
  o There will be no office hours during Spring Break
  o You cannot get paid for the 3 hours of Team Leader Class
  o Time will be recorded through a biweekly timesheet submitted to Ignite professional staff
✓ $8.50 per hr for 50 hours during the week(s) of your programs

By signing this agreement, you are committing to fulfill the role of IGNITE STUDENT DIRECTOR for 2019-2020. 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