

VIA STUDENT DIRECTOR POSITION DESCRIPTION: 2024 - 2025

STUDENT DIRECTOR ESSENTIAL QUALIFICATIONS

- ✓ Must have previously served as a VIA Peer Mentor.
- ✓ 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 2024 and Spring 2025.
- ✓ Must be willing to support and adhere to the mission and vision of the JCLS, UT Student Life, and The University of Tennessee.
- ✓ Must display professionalism and school spirit.
- ✓ Must demonstrate a commitment to students and their success.

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 facilitate VIA excursions, service initiatives, and team-building activities.
- ✓ Actively maintain a positive and professional relationship with Jones Center for Leadership and Service staff.
- ✓ Foster team building and community within VIA and the JCLS.
- ✓ Ability to create a positive atmosphere for staff and participants.

As a result of the VIA Student Director position, you will...

- ✓ Understand how to develop productive relationships with your Co-Director, VIA Peer Mentors, and JCLS staff, and demonstrate professionalism competencies.
- ✓ Believe in cultivating connections with others that contribute positively to their personal growth.
- ✓ Build and maintain collaborative relationships to work effectively toward common goals while appreciating and respecting diverse viewpoints and shared responsibilities.

Mentoring and Empowerment

- ✓ Mentor, train, and support the VIA Peer Mentors.
- ✓ Demonstrate and facilitate practical feedback skills with staff and participants.

As a result of the VIA Student Director position, you will...

- ✓ Use 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 Peer Mentor recruitment and selection plan
- ✓ Manage program planning, implementation, evaluation, and logistics

As a result of the VIA Student Director position, you will...

- ✓ Set clear goals and expectations for Peer Mentors.
- ✓ Learn to recognize and celebrate the individual strengths and talents of Peer Mentors.

Follow-Through

- ✓ Serve as one of the on-site coordinators for various service and excursion offerings.
- ✓ Assist in the recruitment and selection process for Peer Mentors in Spring 2024 (group and individual interviews).

As a result of the VIA Student Director position, you will...

- ✓ Exhibit a high level of commitment.
- ✓ Maintain passion and energy to achieve intended program and personal goals.

Initiative

As a result of the VIA Student Director position, you will

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

TIME COMMITMENTS

VIA Student Directors are required to participate in the following activities:

- ✓ Peer Mentor Interviews and Decisions (April - May 2024)
- ✓ VIA Peer Mentor Orientation – August, 2024
- ✓ VIA Kick-Off Event – August 2024
- ✓ Up to 10 hrs per week based on program needs
- ✓ 1-hr weekly meetings with the VIA executive staff
- ✓ Staff Retreat – November 2024
- ✓ JCLS Student Leader Retreat – January 2025
- ✓ Co-facilitate additional Peer Mentor Meetings and help table/present at new student events/programs as needed
- ✓ Assist in the transition process for 2024-2025 SDs

ROLE-SPECIFIC RESPONSIBILITIES

All Student Directors are responsible for the general maintenance of VIA Peer Mentors and Cohorts and can do any tasks outside their specific responsibilities. The below

Director of Staff Development

- Assist Educational Specialists and Graduate Assistant in the planning and implementing Group Interviews for Peer Mentors.
- Assist Director of Operations, Educational Specialists and Graduate Assistant in planning Fall & Spring cohort kick-off events
- Take the initiative in support and care for Peer Mentors
- Conduct regular check-ins with the Peer Mentors throughout the academic year
- Assist Educational Specialists and Graduate Assistant in planning all aspects of VIA Staff Retreat
- Facilitate weekly morale-boosters during the Ignite class and lead daily team meetings during the programs
- Communicate program details to Peer Mentors and active cohort participants.
- Work with the Director of Operations to manage an efficient check-in process for service, excursions, and additional cohort gatherings
- Manage correspondence with incoming students and families via the JCLS email account.

- Develop guides for the JCLS/OSFL student workers to help them answer questions about program details.
- Create Cohort Information Packets.

Director of Operations

- Assist Educational Specialists and Graduate Assistant in the planning and implementing Group Interviews for Peer Mentors.
- Assist Director of Staff Development, Educational Specialists and Graduate Assistant in planning Fall & Spring cohort kick-off events
- Evaluate detailed program and cohort event schedules and adjust as needed
- Create and manage all Fleet Management vehicle requests and training, track van usage during the cohort experiences, and work with involved parties to handle any accident reports
- Create and manage all space reservation requests
- Work with Educational Specialists and GA to oversee the hiring/payroll process for Peer Mentors
- Work with the Director of Staff Development to manage an efficient check-in process for all programs
- Communicate with JCLS Service Educational Specialist and local nonprofits to identify needs in the Greater Knoxville community.
- Identify and organize in-person and in-direct service opportunities for cohort members
- Identify, plan and organize cohort excursions
- Manage ServeUTK for service hour inputs.

COMPENSATION

- ✓ Starting at \$12.00/hr (Level II) for Student Director interviews in the Spring, Fall & Spring semester office hours
 - You are responsible for tracking your time through a biweekly timesheet submitted to JCLS professional staff.

Years of Service Schedule:

Anniversary date for Level 1; September 1 for Levels II

Basic Compensation Matrix:

	Level II
Entry Wage	\$ 12.00
1 Yrs of Service	\$ 12.50
2 Yrs of Service	\$ 13.00
3 Yrs of Service	\$ 13.50
Differential	\$ 3.00

By signing this agreement, you are committing to fulfill the role of VIA STUDENT DIRECTOR for 2024-2025. If you do not fulfill your commitment to the Ignite program or are removed from your position, you understand that you will not receive the listed compensation.

Print Name

Signature

Date