

IGNITE STUDENT DIRECTOR POSITION DESCRIPTION – 2023-2024

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 2023 and Spring 2024 and a registered student for Fall 2024.
- ✓ 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 relevant Ignite activities.
- ✓ Actively maintain a positive and professional relationship with Jones Center for Leadership and Service staff.
- ✓ Foster team building and community within Ignite and the JCLS.
- ✓ Ability to create a positive atmosphere for staff and participants.

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

- ✓ Understand how to develop productive relationships with your Co-Directors, Ignite Team Leaders, 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 Ignite Team Leaders.
- ✓ Demonstrate and facilitate practical feedback skills with staff and participants.

As a result of the Ignite 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 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 2024 Ignite program.
- ✓ Assist in the recruitment and selection process for Team Leaders in Fall 2023 (group and individual interviews).

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

- ✓ Exhibit a high level of commitment.
- ✓ 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 (outside of Ignite dates):

- ✓ Team Leader Interviews and Decisions (October - November 2023)
 - October 11 – Team Group Interviews
 - October 16 – Returner Group Interviews
 - November 6 – 10 – Team Leader Interviews
- ✓ Ignite Team Leader Orientation – November 27 & November 30, 2023
- ✓ Student Director Retreat – January 2024
- ✓ Co-Teach Ignite Team Leader Facilitation in the spring semester
- ✓ Ignite Staff Retreat – February 2024
- ✓ 1-hr weekly meetings with the Ignite executive staff in the Spring
- ✓ Co-facilitate additional TL Meetings and help table/present at new student events/programs as needed
- ✓ Assist in the transition process for 2023-2024 SDs

**It is not advised to take classes in Summer 2024

ROLE-SPECIFIC RESPONSIBILITIES

All Student Directors are responsible for the general maintenance of the Ignite programs and can do any tasks outside their specific responsibilities.

Director of Staff Development (2)

- Take the initiative in support and care for Team Leaders
- Conduct regular check-ins with the Team Leaders throughout the Ignite class and program
- Assist Educational Specialists and Graduate Assistant in planning all aspects of Ignite Retreat
- Facilitate weekly morale-boosters during the Ignite class and lead daily team meetings during the programs

Director of Marketing and Recruitment (1)

- Create content for social media to aid in the promotion of the Ignite program and related activities.
- Take and edit photo and video footage for the website, social media, and print communications.
- Maintain and regularly update the Ignite pages on the JCLS website.
- Design promotional materials (both print and electronic).
- Create Participant Information Packet.
- Work with Educational Specialists and GA to recruit participants and track registration numbers.
- Collaborate with guidance counselors from local high schools to share information about Ignite with prospective students.
- Work with the Director of Communication to ensure clear and concise recruitment and communication efforts.

Director of Communication (1)

- Assist Educational Specialists and Graduate Assistant in the planning and implementing Group Interviews for Team Leaders.
- Communicate program details to Ignite Team Leaders and Ignite participants.
- Work with the Director of Operations to manage an efficient check-in process for the programs.
- 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.

Director of Operations (1)

- Evaluate detailed program schedules and adjust as needed
- Create and manage all Fleet Management vehicle requests and training, track van usage during the program, and work with involved parties to handle any accident reports
- Create and manage all space reservation requests; parking passes for staff and students
- Work with Educational Specialists and GA to oversee the hiring/payroll process for Team Leaders
- Work with the Director of Marketing and Recruitment to manage an efficient check-in process for all programs

Director of Service (1)

- Communicate with local nonprofits to identify needs in the Greater Knoxville community.
- Work with Directors of Staff Development to plan a service project for the Ignite Staff Retreat.
- Identify and organize in-person and in-direct service opportunities for Ignite 865
- Manage all communications with community partners, including regular participant number updates and needed supplies.
- Manage ServeUTK for service hour inputs.

2024 Ignite Session Dates (TBD)

Ignite Transfer (January) 1 session
Ignite 865 (June) 3 sessions
Ignite Summit (July & August) 2 sessions
Ignite Leadership (September) 1 session

COMPENSATION

- ✓ Starting at \$12.00/hr (Level II) for Team Leader interviews in the Fall, Spring semester office hours, Summer office hours, and during the weeks of the programs.
 - 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 1	Level II
Entry Wage	\$ 11.00	\$ 12.00
1 Yrs of Service	\$ 11.50	\$ 12.50
2 Yrs of Service	\$ 12.00	\$ 13.00
3 Yrs of Service	\$ 12.50	\$ 13.50
Differential	\$ 3.00	\$ 3.00

