



AIGA Minnesota

AIGA | the professional association for design

AIGA Minnesota Job Description **Associate Director of Student Affairs**

Purpose of Position

To act as liaison between the Chapter's leadership and its current and potential student members; to provide a voice for the AIGA Minnesota Chapter to ensure student affairs are considered in Board strategic decisions while offering a deeper insight to AIGA and the design profession both locally and nationally. The AD of Student Affairs is a non-voting member of the board and reports directly to the Co-Directors of Education.

General Responsibilities

1. Speak to the board as a non-biased representative of design students in Minnesota and parts of Wisconsin
2. Act as Board Liaison for Student Groups as needed
3. Keep Student Group information accurate and up-to-date
4. Actively communicate with several different parties: students, student group leaders, the Chapter's board of directors, design educators, and Education Director(s)
5. Help to make students aware of current AIGA events, activities, and opportunities through various channels and encourage participation in Chapter activities
6. Work closely with Education Director(s) and Membership Director to ensure student related initiatives are developed and in alignment with Chapter goals
7. Be available through email and ongoing dialogue to answer students' questions about the organization, and be available to board members through email, phone, and occasional in-person meetings
8. Lead efforts to organize and attend events for students, including semi-annual Student Leader Meetings and bi-monthly StimuLatté and Pivot student social events
9. Maintain a database with the current names and contact information of student leaders at local and regional educational institutions
10. Be available to occasionally visit schools to speak on behalf of AIGA Minnesota
11. Make an effort to attend as many AIGA Minnesota events as possible
12. Attend bi-monthly AIGA Education Committee meetings

Required Areas of Expertise and Work Experience (required)

1. Student or recent graduate with current AIGA membership that is maintained throughout the entire term
2. Be an active member of your school's AIGA student group and be able to describe your participation and accomplishments
3. Confident and able to take initiative with little direction
4. Team player
5. Exceptional communication, organization, and leadership skills

Critical Knowledge and/or Skills (preferred)

1. Previous AIGA committee experience



AIGA Minnesota

AIGA | the professional association for design

Teams & Resources

1. Education Director(s) – assist in the development of Student/Educator Chapter programs and initiatives and help identify student group information/leads and other opportunities
2. Membership Director – help identify student member needs; serve as resource for student member relations
3. Programming and Communications teams – identify areas of opportunities for student members and communicate to respective teams as necessary

Powers, Nomination and Term

1. POWERS: Non-voting associate member of the AIGA Minnesota board of directors.
2. NOMINATION: Nominated by any AIGA Minnesota member or self-nominated; appointed to serve on the board by majority vote of the board.
3. TERM: 1 year, with option to reapply for additional terms.