

NCURA Region I Communication and Membership Committee

Content Creator Position

The NCURA Region I Communication and Membership Committee will be responsible for communication via the Region's website (in partnership with the Region I Secretary) and other social platforms. This is intended to supplement the weekly email to the membership that is sent by NCURA National staff and coordinated with the Region I Secretary.

DESCRIPTION OF POSITION

Create written and visual content for the NCURA Region I website and social platforms based on a structured content calendar and/or communication needs of the Region in coordination with the Communication and Membership Committee and Region I Secretary.

DURATION:

One year term. Committee members are appointed by the Communication and Membership Committee Chair for a January to December term.

A. Function of Position

Committee members work together to create and disseminate information to Region I members. Represents Region I in a responsible and professional manner at all NCURA meetings, functions, etc., at which attendance is necessary in connection with the Communication and Membership Committee activities.

B. Essential Duties and Responsibilities

- Work with the Communication and Membership Committee to develop a social calendar by reviewing upcoming events/sessions planned for Region I and suggesting how the Committee can promote these events
- Assist the Chair/Co-Chair in the creation of 2-5 pieces of written and visual content monthly spotlighting Region I activities, programs that enhance professional development/networking, and promotes the accomplishments of Region I members

C. Time Commitment:

- 2-5 hours per month

E. Qualifications/Requirements:

- Excellent written communication
- Ability to meet deadlines
- Experience creating visual content is desired
- Interest in working with photos or other digital media

The National Council of University Research Administrators (NCURA) recognizes, values, and celebrates diversity of persons, skills, and experiences in its mission to advance the profession of research administration. Thus, NCURA is committed to building and maintaining a diverse membership and a culture of inclusion. Every member of NCURA has a right, without regard to gender, race, ethnicity, age, religion, social class, sexual orientation, ability, personality, functional experience, or background, to fair and respectful treatment, equal access to resources to support professional growth, and equitable opportunities to contribute to NCURA's success.

NCURA Region I Communication and Membership Committee

Membership Coordinator Position

The NCURA Region I Communication and Membership Committee will be responsible for communication via the Region's website (in partnership with the Region I Secretary) and other social platforms. This is intended to supplement the weekly email to the membership that is sent by NCURA National staff and coordinated with the Region I Secretary.

DESCRIPTION OF POSITION

Coordinate efforts to promote, increase and help manage Region I membership.

DURATION:

One year term. Committee members are appointed by the Communication and Membership Committee Chair for a January to December term.

A. Function of Position

Committee members work together to create and disseminate information to Region I members. Represents Region I in a responsible and professional manner at all NCURA meetings, functions, etc., at which attendance is necessary in connection with the Communication and Membership Committee activities.

B. Essential Duties and Responsibilities

- Welcome new Region I members to the Region identified by NCURA National staff in monthly reports via an informational email describing current happenings in the region and providing an invitation to the quarterly "New Member ZOOM Session & Coffee Hour" meeting. A revised version of the welcome email will be provided by the Communication and Membership Chair monthly.
- Maintain a database of current members and provide a monthly report of membership to the Advisory Board. The report should include the total number of members to date and their corresponding institutions.

C. Time Commitment:

- 1-3 hours per month

E. Qualifications/Requirements:

- Excellent written and verbal communication
- Comfortable speaking in front of an audience upon request
- Strong organization skills

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NCURA Region I Communication and Membership Committee

Social Media Coordinator Position

The NCURA Region I Communication and Membership Committee will be responsible for communication via the Region's website (in partnership with the Region I Secretary) and other social platforms. This is intended to supplement the weekly email to the membership that is sent by NCURA National staff and coordinated with the Region I Secretary.

DESCRIPTION OF POSITION

Responsible for posting content to social platforms based on a structured content calendar and/or communication needs identified by the Communication and Membership Committee. Multiple Social Media Coordinators are desired.

DURATION:

One year term. Committee members are appointed by the Communication and Membership Committee Chair for a January to December term.

A. Function of Position

Committee members work together to create and disseminate information to Region I members. Represents Region I in a responsible and professional manner at all NCURA meetings, functions, etc., at which attendance is necessary in connection with the Communication and Membership Committee activities.

B. Essential Duties and Responsibilities

- Work with the Communication and Membership Committee to develop a social calendar by reviewing upcoming events/sessions planned for Region I and suggesting what content may be suitable for different platforms
- Post content to social platforms in accordance with the calendar
- Assist the NCURA Region I Secretary as needed to post updates or content to the NCURA Region I website or associated social platforms

C. Time Commitment:

- 1-3 hours per month

E. Qualifications/Requirements:

- Excellent written communication
- Ability to meet deadlines
- Familiarity with social platforms such as LinkedIn, Facebook and Instagram

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