

Wisconsin College Personnel Association
Position Description
Communications Coordinator
(Appointed position—2 year term)

General Description: The primary responsibility of the WCPA Communications Coordinator is to manage all communications with membership.

All Board Members

- Attend all scheduled meetings of the Executive Board.
- Bring forward concerns/issues of the membership to the Executive Board.
- Stay informed about trends and issues in the profession.
- Solicit conference presentations and provide support for professional development programming as requested.
- Attend and participate in the annual conference as reasonably able.
- Promote the WCPA to student affairs professionals at events where it is appropriate to do so.
- Network and outreach with student affairs professionals at WCPA events.

Promote and represent the Association

- Seek opportunities to promote engagement with the WCPA.
- Make connections with under-represented student affairs professionals in the WCPA.

Administrative Duties: Membership Emails & Social Media

- Coordinate content for monthly membership emails, including soliciting articles and contributions from board members
- Maintain the WCPA's presence on social media sites. Sites will be determined annually by the executive board.
- Check and respond to WCPA email in the event of President Elect's absence.
- Coordinate awards selection process. This process includes notifying membership of all award criteria prior to the annual conference, recruitment of past presidents for award nominations review and selection, and chairing the Executive Board meeting where scholarship recipients are chosen.