



**Title:** Director of Clubs & Campus Relations  
**Hours Per Week:** 12  
**Support Payment:** 1.2% of total administrative account budget  
**Length of Term:** Fall and Spring Semester  
2020 - 2021 Academic Calendar

**Position Overview:**

The Director of Clubs & Campus Relations shall be responsible for overseeing graduate level clubs and organizations and serving as the primary contact for affinity-based programs in the community.

**Responsibilities**

- I. Responsible for executing and managing the policies and affairs governing council recognized clubs and organizations
- II. Lead and coordinate efforts of all campus liaisons to support a diverse campus community
- III. Work with the Director of Finance to assist organizations obtain funding and adhere to fiscal policies
- IV. Work with the Director of Programming to organize an Graduate Student Involvement Fair with all graduate-level organizations at the beginning of the academic year
- V. Manage the affairs of the liaisons and provide monthly updates to the council in these respective constituencies
- VI. Meet with all GLC Clubs bi-weely
- VII. Serve as the liaison for cross-collaboration for club creation and programming and between the following entities:
  - A. Student Bar Association (SBA)
  - B. American University Student Government (AUSG)
- VIII. Serve as the liaison for cross-collaboration for affinity group graduations. These groups include but are not limited to:
  - A. Black Graduation
  - B. Latinx Graduation
  - C. Asian-Pacific Islander Graduation
  - D. Lavender Graduation (LGBTQ+)

**Expectations**

- I. Attend all “official” Graduate Leadership Council events, meetings, and activities
- II. Communicate effectively with council members and Center of Student Involvement
- III. Contribute to a positive work environment
- IV. Consistently demonstrate passion and service to the graduate community
- V. Fulfill all responsibilities assigned to the position