

Education Manager

The Education Manager is a volunteer position whose purpose is to coordinate chapter activities related to education, and provide orientation of new members. This position has the following responsibilities:

- Maintains the Education Resources page on the chapter website, ensuring that information about coursework and programs is up to date
- Responds to education-related queries from members in a timely fashion
- Develops a list of contacts in the local education community to coordinate between the chapter and academics
- Presents lectures and discussions for local classes concerning the profession of technical writing
- Contributes articles to the chapter newsletter
- Coordinates a periodic "Getting Started" seminar, as needed
- Attends and participates in chapter and administrative meetings
- Reports on education-related topics at administrative meetings

Requirements

- An advanced degree is preferable
- Knowledgeable about academia

Time commitment

- 2-4 hours per week

Term and Succession

- The term is one year with no succession.