

## **AIGA DFW Student Groups Chair**

*Minimum Tenure: 2 years*

*Maximum Tenure: 4 years*

### **Mission:**

To oversee the success of our chapter's local student groups by developing and nurturing relationships between AIGA DFW and regional schools with design programs via both communication and student-group-oriented programming/events.

### **Responsibilities:**

- Ensure each SG and SG Advisor are registered with AIGA National every school year
- Establish and maintain a list of student group board members and the advisor
- Maintain SG toolkit / resources and share with SG board at start of each school year
- Plan a Student Group Leadership Luncheon to kickoff the school year each fall and a second event (i.e. student minicon) open to all design students each spring
- Survey students, student group members, and student group leaders about their needs and wants, and plan programming that responds appropriately for both events
- Ensure SG event objectives are aligned with AIGA mission and purpose
- Find unique ways to encourage students to participate in the two planned events
- Encourage design students to volunteer for and participate in chapter-level events when appropriate (i.e. not events for working professionals only, not events at a bar/brewery)
- Keep in contact with SG board members: check-in, ensure success, facilitate problem solving (i.e. what are you planning this semester? What struggles is your SG facing?)
- Collaborate with the executive board to deliver key messages of chapter goals, and act as a liaison to ensure each SG's school events address appropriate design outcomes
- Recruit additional local schools to create new student groups
- Manage distribution of SG leadership graduation regalia medals and send congratulatory graduation cards to all active SG memberships
- Promote transition from student events to our professional events upon graduation
- Connect students with industry professionals; become a bridge from graduation to the professional world

### **Skills + Traits:**

- Excellent verbal and written communication skills
- Experience managing people and keeping them motivated
- Organized and can easily multitask
- Familiar and comfortable with event planning and execution
- Comfortable working remotely: resourceful, independent, self-motivated digital team player
- Possess cross cultural literacy