



Director of Education

AIGA New Mexico

To oversee the chapter's education activities, by developing and nurturing relationships between AIGA New Mexico and regional educators, schools, student groups and students. To act as an advisor to and liaison between the chapter board, educators and students to ensure that chapter activities address critical education issues and student needs. To supervise and work with the student representative to ensure that chapter programs and communications strategies offer educationally enriching opportunities. To ensure that AIGA New Mexico's education objectives are aligned with AIGA national initiatives as well as our chapter's purpose statement.

General Responsibilities

- Education Committee: establish annual goals and initiatives, recruit members and student advisors, run monthly meetings, and submit monthly board report.
- Communications: encourage student and faculty members to participate in all AIGA New Mexico events through emails, email forwards, and social media. Survey students and faculty about needs and wants, and respond appropriately.
- Campus visits: visit as many campuses as possible, deliver Why Join? Keynote presentation, encourage AIGA student membership, and—most importantly—bring cupcakes.
- Recruitment: promote and manage student group discounts and membership transitions to the Associate level. Answer membership questions.
- College connections: actively communicate with design educators, faculty advisors, students – between AIGA and the schools, and from campus to campus.
- Budget Management: confer with the chapter treasurer about the use of funds for campus visits, scholarships, student group initiatives and communications.
- Career offices: manage a list of college career offices as an internship and hiring resource for firm principals and corporate design managers.
- HireEd Portfolio Review: oversee planning of the event, be an enthusiastic presence at the event.

Areas of Expertise and Work Experience (Required)

1. Minimum 5 years experience in professional practice in education or related / affiliated field
2. Be an active member of the design education community and/or have a long-standing interest in educational issues
3. Exceptional communication, organization and leadership skills
4. Confident and able to take initiative with little direction
5. Previous team or committee experience (in any capacity); must be a team player

Critical Knowledge and/or Skills (Preferred)

1. Previous AIGA committee experience
2. Previous experience leading/working with students

Teams & Resources

1. Education Committee – work with committee members to achieve our goals and implement our initiatives
2. Membership Director – help identify student member needs; serve as resource for student member relations
3. Programming and Communications teams – identify areas of opportunities for student members and communicate to respective teams as necessary

Powers, Nomination and Term

1. **POWERS:** Voting member of the AIGA New Mexico board of directors.
2. **NOMINATION:** Nominated by any AIGA New Mexico member or self-nominated for consideration by the AIGA New Mexico nominating committee; appointed to the slate by the nominating committee; ratified to serve on the board by majority vote of the Board of Directors.
3. **TERM:** 2 years, with option to reapply for second and third term. Not to exceed maximum of 6 consecutive years of (voting) Chapter board service.