

# **ON DPG JOB DESCRIPTION**

**POSITION TITLE:** Student Member Coordinator

**BRIEF DESCRIPTION OF POSITION:** The ON DPG Student Member Coordinator is appointed by the Executive Committee / Chair and serves a one year term.

**QUALIFICATIONS:**

1. The Student Member Coordinator must be a member of the Academy of Nutrition and Dietetics.
2. The Student Member Coordinator must be a student member of the Oncology Nutrition Dietetic Practice Group.

**SPECIAL SKILLS:** Good verbal/written communication skills and organizational skills are required. Must be familiar with Facebook and feel comfortable posting content for a large group.

**FUNCTIONS/TASKS:**

1. Manages responsibilities for student member Facebook page, including monitoring comments and updating page at a minimum of once per week with various relevant content and DPG updates.
2. Adheres to the Academy of Nutrition and Dietetics Social Media Guidelines for Dietetic Practice Groups.
3. Informs student members about ON DPG events, activities and initiatives, as well as relevant Academy information.
4. Identifies and coordinates student volunteer opportunities to provide activities for students to increase their knowledge, gain experience and network with other members.
5. Aids in recruitment of student authors to contribute to the quarterly newsletter.
6. Develops strategies to bring more student members into the group and

encourage student involvement in the DPG.

7. Communicates with Executive Committee members via email and phone calls.
8. Submits monthly officer report, participates in monthly conference calls and attends Executive Committee Meetings as needed.
9. Updates information relevant to position of Student Member Coordinator on the Oncology Nutrition Website.
10. Updates ON DPG student member access to Facebook page at beginning of member year by confirming membership with DMIS Academy database
11. Performs other student related duties as assigned by the Chair and/or Executive Committee.

**ESTIMATION OF TIME COMMITMENT:** Average of 2-4 hours per month.

Created: 11/2017