SOURCE Director Information Packet
The Office of Student Involvement

About The SOURCE
Join The SOURCE team, where student organizations are kind of our thing! The SOURCE is dedicated to three core principles, our ABCs: we advocate for effective policies, open dialogue, and genuine engagement on behalf of student organizations; we build a strong community of student organizations by developing dynamic leaders, providing practical and accessible resources and facilitating widespread and relevant communication; finally, we connect students to involvement opportunities and foster collaboration among student organizations.

The SOURCE Board
The Source Board of Governors consists of 5 directors and 2 assistant directors:
• Director of Organizational Outreach
• Director & Assistant Director of Communications
• Director of Creative Consults
• Director of Partnership Development & Finance
• Director & Assistant Director of Organizational Leadership

Directors play an integral role in educating and assisting student organizations with their various missions to involve student at UA in passionate work with meaning. Minimum Director requirements include:
• Must have at least a 2.5 GPA or higher
• Must be in good disciplinary standing with The University of Alabama
• Must submit an application for consideration
• Must be able to work at least 8-10 flexible (but required) office hours a week

Benefits
This is a PAID position. Directors receive a monthly stipend and an office space. In addition, the SOURCE position is a great leadership opportunity for students who want to impact campus in a greater way. The two positions we are seeking to fill have a heavy emphasis on communication and design skills, so if you have experience in design programs, writing, press releases, etc. then this is a great learning and a great opportunity to gain skills.

Below is a list of general responsibilities associated with each position:

Director & Assistant Director of Communications (Assistant Supports Director in these efforts)
• Coordinates the marketing and branding plan for all large-scale SOURCE events and initiatives
• Oversees website development for the SOURCE (No experience necessary)
• Plans and executes a monthly digital newsletter, which highlights services of the SOURCE, as well as features important campus news and events pertinent to student organizations
• Oversees SOURCE discussions with media outlets and coordinates all SOURCE marketing efforts (Ferg tabling, video announcements, etc.). Use video or new forms of media to get information out to students
• Oversees management of the SOURCE Twitter, Instagram, and Facebook accounts
Director of Creative Consults
- Creates visually stimulating media products including, but not limited to posters, display cases, bulletin boards, and CW advertisements
- Oversees the SOURCE PR Firm, Creative Consults, which provides branding and design products via a consultation process to our student organizations.
- Also assist with execution of logo and branding designs for members of The SOURCE Directors team.
- Oversees the firm management, scheduling of consultations, and marketing of the service to student organizations.
- Works directly with the Director and Assistant Director of Communications to create visually appealing products for students, as well as to launch any SOURCE based programs or initiatives via creative PR campaigns.

Director of Organizational Outreach
- Responsible for assisting with the planning and implementation of Fall Get on Board Day
- Coordinates, plans, and initiates Spring Get on Board Day
- Coordinates and plans the Profiles in Service and Leadership Banquet with Organizational Leadership Team
- Chair of The SOURCE Awards creation and selection process
- Create initiate and implement training, recognition/appreciation, and support programs for Organization Advisors
- Oversees the SOURCE community services engagement, as well as the Bama Buddies program which is a campus-wide service initiative
- Coordinates assessment and planning initiatives of the SOURCE in the interest of understanding the needs of student organizations

Director of Partnership Development & Finance
- Oversees the implementation of effective collaborative efforts of the SOURCE and their outreach to other large scale campus groups, departments, and community partners (i.e.- SGA, Community Service Team, Greek Councils, Honors College, Campus Departments, Community Organizations/Businesses, etc.) through programs, initiatives, and representation on various campus committees
- Sits on the FAC Board and oversees the appointment of SOURCE team members to the FAC and conducts financial training workshop called Foresight, along with SGA Representatives to ensure the proper dissemination of information regarding the FAC process
- Conducts the ReSOURCE Fair in October for community and departmental resources for student organizations on campus
- Provides assistance and support to the SOURCE Program assistant in the training and scheduling of SOURCE work study and student organizations on SOURCE policies/procedures
- Assists in the development of new policies and procedures pertaining to SOURCE resources
- Coordinates the implementation and development of the SOURCE Collaborative Grant Program
Director & Assistant Director of Organizational Leadership (Assistant Supports Director in these efforts)

- Co-chairs website development along with the Director of Communications
- Works with Director of Organizational Outreach to determine needs of Student Organizations in order to implement training, workshops, and initiatives to meet those needs
- Coordinates the SOURCE Force, which is a team of students who provide educational, as well as informational sessions to assist student organizations and groups in understanding SOURCE resources, programs, and sharing teambuilding initiatives with their organizations.
- Co-Chairs the SOURCE Awards (SAL Awards) creation and selection process & Banquet
- Assistant Director oversees the new Conflict, Communication, & Crisis Initiative
- Oversees the selection and training of the SOURCE Force
- Executes and develops Transition training workshops for organization officers, as well as Leadership Workshops and resources, also known as the SOURCE Course
- Organizes the new officer reception/training experience for newly elected officers in the Spring Semester

INTERESTED IN APPLYING?

Students should go to our website http://thesource.ua.edu and click on the “mySOURCE” logo (org management portal) on the right. From there they will click “Campus Links” and then click the link for the application “SOURCE Director Application”

Application Deadline:
APRIL 4, 2014

Must participate in a Group Interview on April 11, 2014; Location & Time TBD
Application will require answers to 2 questions and a resume or list of activities/extracurriculars and/or honors, etc.