**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 4 directors:
- Director of Partnership & Engagement
- Director of Communications
- Director of Creative Consults
- Director of Finance

Directors play an integral role in educating and assisting student organizations, with their various missions, and in involving students at UA in passionate work with meaning. We are currently seeking to fill 4 positions. **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 online via mySOURCE
- Must be able to work 5 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 4 positions we are seeking to fill have a heavy emphasis on communication and design skills.

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

**Director of Partnership and Engagement**
- Responsible for assisting with the planning and implementation of Fall Get on Board Day
- Independently coordinates, plans, and initiates Spring Get on Board Day
- Assists with the coordination and planning of the Profiles in Service and Leadership Banquet
- Create initiate and implement training, recognition/appreciation, and support programs for Organization Advisors, new officers, and current officers
- Coordinates assessment and planning initiatives of the SOURCE in the interest of understanding the needs of student organizations
- Co-Chairs the SOURCE Awards (SAL Awards) creation and selection process
- Executes and develops Transition training workshops for organization officers, as well as Leadership Workshops and resources
• Organizes the new officer reception/training experience for newly elected officers at the end of the Fall and Spring Semesters
• 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
• Coordinates with the Director of Finance to distribute and implement the SOURCE Collaborative Grant

**Director of Communications**

• 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 outreach, which highlights services of the SOURCE, as well as features important campus news and events pertinent to student organizations (could include a newsletter, tabling, promo events, etc.)
• 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, Instagram, Twitter, 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.
• Oversee the firm management, scheduling of consultations, and marketing of the service to student organizations.
• Works directly with the 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 Finance**

• 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 related to financial management and fundraising opportunities
• Assists in the development of new policies and procedures pertaining to SOURCE resources as it relates to financial commitments
• Generates knowledge regarding campus procedures for fundraising, selling, or donations on campus and to student organizations
• Coordinates the implementation and development of the SOURCE Collaborative Grant Program