**Career Development Professionals of Indiana**

Board of Directors Job Description Form

|  |  |
| --- | --- |
| Position | At Large- Internship Program & Virtual Career Fair |
| Term of service | 1 year (beginning July 1, ending June 30; appointment reviewed annually by the board) |
| Purpose | Oversee the graduate and undergraduate interns. Graduate Intern is in charge of the Virtual Career Fair. This position will assist with any aspects of the Virtual Career Fair as needed from the Graduate Intern. |
| Type of Position | Application required. |
| Qualifications | 1. Active member of CDPI 2. Ability to write and edit effectively |
| Time Commitment Required | * Board meetings: 3-4 hour meetings quarterly * Approximately 1-2 hours quarterly for working with interns. |

|  |
| --- |
|  |
|  |
|  |
| Responsibilities |
| * Supervise Graduate & Undergraduate Intern and meet on a regular basis for updates   + Inquire about career services interest and match projects * Solicit projects from board for Graduate & undergraduate Intern * Assist Graduate Intern with Virtual Career Fair, as needed. |
| Calendar of Activities |
| * *June (prior to term)* – Review website to become familiar with history of CDPI * *Summer:* Work with board on projects for interns. * *Fall-* Solicit applications for interns through list of Graduate Programs throughout the state. * Late Fall- Meet & Train the interns. Begin work on Virtual Career Fair. * *Spring*- Finalize work on Virtual Career Fair with Graduate Intern * *Quarterly:* Summarize association activities for documentation including above components * *May –* Participate in the annual spring conference. Work with Graduate and undergraduate intern to present project completion during board meeting and during annual conference. |

|  |
| --- |
| Notes/Advice |
|  |