

Thanks for your interest in the Yale SOM Education Club and Education Leadership Conference for 2013-14! Below you will find a complete listing of all available leadership roles, including expected time commitment and point of contact.

Applications will be accepted online [here](#) until **5 pm on Friday, September 13, 2014**.

Education Leadership Conference Roles

Role	1-2 Sentence Description	Approx. Time Commitment (High, Medium, Low)	Number of People Needed	For More Information, Ask...
ELC Session Director(s)	Help to coordinate all of the ELC session managers by sending timely emails, checking to make sure contacts are made, helping to troubleshoot problems that arise, etc. Help to frame some of the conference sessions and collect materials. <i>The goal is that this person will have extensive knowledge of the ELC planning process and can use that to either plan next year's conference or help other planners. (1st years only)</i>	High (5-10 hrs/wk) Heaviest in Fall-2 / Spring-1	1-2	Emily or Aaron
ELC Expo Director	Coordinate the ELC Recruitment & Networking Expo by reaching out to ELC sponsors and national education organizations, tracking applications, and overseeing the conference set-up. This is a great opportunity to personally interact with many conference participants and recruiters. Last year's Expo included 30+ organizations.	Medium (2-3 hrs/wk)	1-2	Emily
ELC Lynn-Hall Teacher Action Research Prize Director	Manage the Teacher Action Research Prize by publicizing it, collecting applications, building a panel of judges to select the winner, and helping to include the TARP winner in a panel.	Medium (1-2 hrs/wk)	1-2	Aaron
ELC Program Designer	Design and populate conference program book; coordinate with Co-Chairs and Session Managers to collect ELC sponsor ads and panelist information.	Medium (2 hrs/wk starting Spring I)	1	Yugin
ELC Social Media Director	Develop and execute ELC social media strategy – Twitter, Facebook, etc.	Medium (2 hrs/wk)	1	Stephen
ELC Marketing Director	<ul style="list-style-type: none"> •Develop all signage and materials (flyers, printed docs, posters, etc). •Spearhead the 'swag' giveaways at the conference. •Maintain the content of the ELC website (wordpress). •Support traditional media outreach. •Manage ELC's email presence through the EMMA system 	Medium (2 hrs/wk)	2	Stephen

ELC Volunteer Director	Manage and coordinate volunteers prior and at the conference	Low (1 hr/wk)	1-2	Yuqin
ELC Audio-Visual Director	Work with Omni Hotel and Shubert Theater, manage the Audio-Visual systems at the conference	Low (1 hr/wk)	1	Yuqin
ELC Session Managers	Manage 1 or 2 sessions at the Education Leadership Conference. Responsibilities include helping to select participants and frame the discussion questions, making asks of participants, and managing the session at the conference.	Low (1 hr/wk, and participation at the conference)	10-18	Emily or Aaron
Education Business Plan Competition – Entrepreneurs Chair	Lead on communication with competitors, managing the relationship with semi-finalists and finalists. Handle all internal organization of business plans. Work with ELC to coordinate travel and arrangements for entrepreneurs and finalists.	Medium (2 hrs/wk)	1	Katie C.
Education Business Plan Competition – Judges Chair	Lead on recruiting and coordinating the evaluation process with approximately 12 judges over the course of three rounds of competition from January through April. Gather feedback from judges to share with semi-finalists and finalists.	Medium (2 hrs/wk)	1	Katie C.
Education Business Plan Competition – Marketing/Conference Chair	Lead on marketing the competition and gathering initial proposals. Serve as the bridge between the ELC and the EBPC, including lead on sponsor development and panel management during conference.	Medium (2 hrs/wk)	1	Katie C.

Education Club Roles

Role	1-2 Sentence Description	Approx. Time Commitment (High, Medium, Low)	Number of People Needed	For More Information, Ask...
Volunteer & Community Service Coord.	Organize and manage volunteer opportunities at local schools; lead groups to volunteering sessions.	Medium (2 hrs/wk)	1-2	Aaron
Job Trek Coordinator	Plan, organize, and lead 1-2 job treks. Liaise with the Relay Graduate School of Education on their MBA job trek.	Medium (3 hrs/wk, time limited)	1-2	Aaron
Admissions Ambassador	Respond to requests by prospective students interested in education.	Medium (1-2 hr/wk)	1-2	Katie B.
Internal Communication Coordinator	Compose and send weekly club e-newsletter including on-campus education events, career opportunities, and education news.	Medium (1-2 hr/wk)	1	Yuqin
Social Chair	Plan and organize quarterly social events.	Low (2 hrs/month)	1	Stephen
Speaker / Event Coordinator	Plan and organize faculty, student, and external speakers for club events; liaise with counterparts at Yale Law School and Yale College	Low (2 hrs/month)	1	Emily

Full contact information for Education Club leadership:

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Katie Berlent: kate.berlent@yale.edu

Stephen Salinas: stephen.salinas@yale.edu

Yuqin (Spirit) Li: yugin.li@yale.edu

2013 Education Leadership Conference website: <http://community.som.yale.edu/education/>