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

<table>
<thead>
<tr>
<th>Role</th>
<th>1-2 Sentence Description</th>
<th>Approx. Time Commitment (High, Medium, Low)</th>
<th>Number of People Needed</th>
<th>For More Information, Ask...</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELC Session Director(s)</td>
<td>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. <em>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)</em></td>
<td>High (5-10 hrs/wk) Heaviest in Fall-2 / Spring-1</td>
<td>1-2</td>
<td>Emily or Aaron</td>
</tr>
<tr>
<td>ELC Expo Director</td>
<td>Coordinate the ELC Recruitment &amp; 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.</td>
<td>Medium (2-3 hrs/wk)</td>
<td>1-2</td>
<td>Emily</td>
</tr>
<tr>
<td>ELC Lynn-Hall Teacher Action Research Prize Director</td>
<td>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.</td>
<td>Medium (1-2 hrs/wk)</td>
<td>1-2</td>
<td>Aaron</td>
</tr>
<tr>
<td>ELC Program Designer</td>
<td>Design and populate conference program book; coordinate with Co-Chairs and Session Managers to collect ELC sponsor ads and panelist information.</td>
<td>Medium (2 hrs/wk starting Spring I)</td>
<td>1</td>
<td>Yuqin</td>
</tr>
<tr>
<td>ELC Social Media Director</td>
<td>Develop and execute ELC social media strategy – Twitter, Facebook, etc.</td>
<td>Medium (2 hrs/wk)</td>
<td>1</td>
<td>Stephen</td>
</tr>
</tbody>
</table>
| ELC Marketing Director            | • 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 outreach 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.

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<td>Volunteer &amp; Community Service Coord.</td>
<td>Organize and manage volunteer opportunities at local schools; lead groups to volunteering sessions.</td>
<td>Medium (2 hrs/wk)</td>
<td>1-2</td>
<td>Aaron</td>
</tr>
<tr>
<td>Job Trek Coordinator</td>
<td>Plan, organize, and lead 1-2 job treks. Liaise with the Relay Graduate School of Education on their MBA job trek.</td>
<td>Medium (3 hrs/wk, time limited)</td>
<td>1-2</td>
<td>Aaron</td>
</tr>
<tr>
<td>Admissions Ambassador</td>
<td>Respond to requests by prospective students interested in education.</td>
<td>Medium (1-2 hr/wk)</td>
<td>1-2</td>
<td>Katie B.</td>
</tr>
<tr>
<td>Internal Communication Coordinator</td>
<td>Compose and send weekly club e-newsletter including on-campus education events, career opportunities, and education news.</td>
<td>Medium (1-2 hr/wk)</td>
<td>1</td>
<td>Yuqin</td>
</tr>
<tr>
<td>Social Chair</td>
<td>Plan and organize quarterly social events.</td>
<td>Low (2 hrs/month)</td>
<td>1</td>
<td>Stephen</td>
</tr>
<tr>
<td>Speaker / Event Coordinator</td>
<td>Plan and organize faculty, student, and external speakers for club events; liaise with counterparts at Yale Law School and Yale College</td>
<td>Low (2 hrs/month)</td>
<td>1</td>
<td>Emily</td>
</tr>
</tbody>
</table>
Full contact information for Education Club leadership:
Aaron Stelson: aaron.stelson@yale.edu
Emily Ente: emily.ente@yale.edu
Katie Cheng: katie.cheng@yale.edu
Katie Berlent: kate.berlent@yale.edu
Stephen Salinas: stephen.salinas@yale.edu
Yuqin (Spirit) Li: yuqin.li@yale.edu

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