

Global Partnerships Manual

Student Team Leader– Job Description

Qualities of the Student Team Leader

1) Passionate

- a. You must be willing to go the extra mile on *every* detail. It sounds extreme, but is very necessary.
- b. You must be so passionate that it resonates with your group. The more dedicated you seem to them, the more they will want to be a part of this trip while there and in the future.
- c. You need to have stamina in your passion. There will be plenty of days that set you back and break you down. If you don't have passion in these times, you will be overwhelmed and defeated.

2) Composed

- a. Somewhere in the upcoming year, crisis will hit you and your team. Crisis can range from being logistical, to being stranded to a medical emergency. You must be able to handle (this doesn't mean have an answer for) everything in a composed demeanor.
- b. You must be able to talk to large groups with confidence. Often this group will be your students, but additionally you will have to meet with others regarding donations and speak on behalf of the group.

3) Selfless

- a. You must be willing to do anything and everything for your group members. A good leader is first a servant. (see 1a)
- b. You must put each and every one of their trips before yours all the while keeping up with your funds and donations.
- c. You will be scrutinized and ridiculed by your group. Learn to take it without inappropriate retaliation or any retaliation at all. You are in a public light now and all actions will be accounted for no matter how justified you perceive them to be.

4) Understanding

- a. Listen to your students. They have ideas and critiques for you that can be worthwhile. It was my policy to listen to each person if they had something they wanted improved. If I couldn't come up for reasoning as to why we weren't doing something their way within 24 hours, I would heavily consider changing how we do things.
- b. Things will not always go your way and you need to be flexible. (What does it mean to be flexible? See qualities 1, 2 and 3.)

Job Description

In general, you delegate *and* coordinate. Your co-leaders and even teammates can do a lot of the work, however you are the driving force behind each and every task. Each and every task is *your* responsibility and if it does not get accomplished, you will always be held accountable. For this reason good communication and organization is critical.

Here are some of the duties you will oversee as Student Team Leader:

- Recruiting 12--25 individuals, depending on trip restrictions
 - This means getting involved in all press at NPU
 - Club fairs
 - Presenting in classes
 - Presenting at club meetings
 - Posters on walls
 - Paragraph in daily event email
 - Etc.
 - Motivate your members to bring in applicants via word of mouth and be sure they know how to sell the trip so they recruit the right people
 - This is by far the most effective method!
- Interviewing and vetting your group
 - As applications come in make sure each student is interviewed
 - Review these interview remarks and the applications
 - Vet each student using NPU connections to identify undisclosed information
- Setting deadlines
 - You must establish deadlines with NPU to work with your Global partner. Each partner has different deadlines. These include, but are not limited to:
 - Recruitment cut-off
 - Trip payments
 - Flight booking
 - Supplies gathering
- Coordinating early meetings
 - Convey general trip information and recruitment
 - Play games and start team building
 - Engage students in fundraising avenues and supplies gathering*
- Finding a faculty/staff advisor
 - Start thinking of options early and be sure to convey their role as the faculty/staff advisor. These advisors will commit to your weekly team meetings, commit to finding funding for the trip, and help frame conversations and debriefing on the trip.
- Collecting paperwork
 - Need to start getting trip agreements and liability forms to ensure legal safety and individual commitment to the trip
- Booking flights

- Work with Global Partnerships and any other travel coordinator as assigned
- Be responsible for picking the correct quote (don't fold your cards too early and don't hold out too late)
- This process requires you to be very, very responsive to all emails, texts and phone calls. (had I not checked my email every 15 minutes, we wouldn't have gotten our flights within our budget)
- Collecting supplies
 - Often big donors will want to meet with the executive (team leader).
 - You must set a timeline for this to make sure you bring the required supplies meaning being ready to purchase items with group funds.
- Coordinating late meetings
 - Making sure everyone is educated in what they will be doing and that everyone is gathering supplies and donations necessary for the trip to be a success.
 - Building a tight team with a clear understanding of teammates' weaknesses and strengths.
- Grab bag items
 - You might be called on to help a student with anything regarding their trip. Sometimes you'll have to say no, but this is a field where you can excel in your leadership (BE THERE FOR YOUR KIDS)
 - North Park and each global partner will have a million things for you to do that are often urgent. Be willing to take the task and accomplish it as soon as possible all the while communicating your progress.

If you give this position your all, this WILL be the most fulfilling thing you've ever done; I guarantee it. Be passionate, communicate efficiently and have faith in yourself to make the right call. You got this.