Society and Politics

Associate Director (3 positions)

Apply Here: https://uwmadison.co1.qualtrics.com/jfe/form/SV_9p1afXMtfeiumKW

Overview

- This position is a volunteer, leadership position with the Wisconsin Union Directorate, student programming board.
- Each committee of the Wisconsin Union Directorate is committed to amplifying the voices of underrepresented communities through thoughtful and deliberate programming that targets societal issues. WUD leaders have an obligation to use the privilege of our organization and the power of our positions to continually educate ourselves and provide the same opportunities to our communities.
- Successful applicants for WUD Leadership positions will demonstrate a commitment to social justice during the interview process and, upon selection, commit to continually highlighting inequalities due to racial, environmental, societal, and any other type of discrimination that our campus, country, and global communities face through their committee processes and programming efforts.
- Each Associate Director is asked to dedicate 10 hours a week to the position. As a thank you for your service, you will receive a $75/month stipend on your Wiscard for 8 months of the academic year.

Committee Purpose

The WUD Society and Politics (SoPo) Committee develops and implements informative programs that address contemporary issues and stimulate political and social discussions within the university community. This may be achieved through a variety of program formats including but not limited to lectures, debates, panels, forums, discussion groups, and digital media (i.e. video series and podcasts). The nonpartisan committee focuses on current social and political issues that have a campus, local, domestic, and/or international impact. Past programs have included Badger Vibe Check (a YouTube Talk Show), political debates, candidate appearances, panel discussions, podcasts, discussions, series programming, and film screenings. The Committee Director works in partnership with the program advisor.

General Duties of All Associate Directors

- Anticipated time commitment of 10 hours per week during the academic year, including meetings
- Attend weekly SoPo Committee meetings (TBD) and weekly AD Meetings (TBD upon selection of leadership team); meet with SoPo Advisor twice per semester.
- Attend weekly meeting with SoPo Director (~30 minutes per week)
- Attend Directorate trainings, including Fall Leadership Training Day at the end of August
- Promote SoPo at the student org fairs and other recruitment opportunities
- Work with SoPo committee to establish goals and procedures for programming as well as develop, communicate, and hold the committee to the vision and mission of programs
- Work with SoPo Leadership team to create and facilitate events, educating the committee on responsible program planning, promotion, and implementation
- Foster a comfortable, friendly, and open environment within the committee, where all members are able to share and discuss their thoughts and disagree in a civil manner
- Maintain regular communication with the Director, fellow Associate Directors, Advisor, and committee members regarding your areas of responsibility
Programming Associate Director Responsibilities (1)

- Identify potential presenters, develop budgets, book available spaces, confirm all details of events, day-of logistics, and help other committee members do these items
- Help with the organization/coordination of the committee
- Help the team brainstorm fun event ideas and topics for weekly/biweekly discussions/podcasts/lectures
- Plan and create materials for weekly discussions

Marketing Associate Director Responsibilities (1)

- Create and disseminate all SoPo marketing material
- Manage the SoPo webpage, event calendar, and social media accounts, to provide an outlet for our audience to engage with us
- Ensure posters, flyers, and other physical promotional materials for SoPo are made and distributed
- Advertise events to other like-minded/relevant organizations

Collaboration & Outreach Associate Director Responsibilities (1)

- Reach out to other WUD and on-campus organizations as well as academic departments that align well with SoPo’s programming and ideals and help create programming/collaboration opportunities
- Publicize events by emailing and coordinating partnerships with academic departments, student organizations, and community institutions
- Maintain and facilitate connections with current community partners like the Political Science department and Political Science Student Association (PSSA)
- Ensure posters, flyers, and other physical promotional materials for SoPo are made and distributed