



Global Connections

Associate Director

Global Connections Page: <https://union.wisc.edu/get-involved/wud/global-connections/>

Apply here: https://uwmadison.co1.qualtrics.com/jfe/form/SV_exjgcXrfZarJhcO

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 Global Connections Committee (GloCo) is dedicated to fostering friendship, dialogue, and linkages among members of the campus community and provide a forum where members will be able to learn about the intersectionality and diversity of ethnicity, culture and backgrounds. Global Connections strives to develop innovative, cultural, and educational programming for the UW-Madison community by organizing many international and multicultural events throughout the year. We expect to emphasize social, racial and political justice as an integral part of programming in order to educate others and create a community of understanding and awareness of both global and local issues and movements. WUD Global Connections offers the opportunity to build community and connections with diverse minds on campus. This focus fosters students' comfort and ability to openly express their opinions with support and understanding.

Associate Director Responsibilities

Everyone who is interested is encouraged to apply. Experience in event coordination is desirable (not required), and training will be provided. Remember when reading descriptions that the committee members will be assisting you, and getting the position would mean that you would be leading the efforts and delegating.

Marketing:

- The Associate Director of Marketing strongly supports efforts to promote WUD Global Connections Committee and committee events, and works collaboratively with event planners to create posters, and gather needed information.
- Manage a subcommittee for Marketing which coordinates committee members' efforts to:
 - Work with Social Media AD to publicize events on the Global Connections Facebook and Instagram pages, create, print, and distribute posters to the Wisconsin Union poster route to generate interest in the Global Connections Committee and its programs.
 - Plan the recruitment of committee members at events, such as WI Welcome and the Student Organization Fair.
- Develop marketing knowledge through workshops such as DoIT Software Training for Students.
- Assist in general event planning and leadership.
- Attend weekly executive board meetings.
- Attend weekly committee meetings

Special Events:

- The Associate Director of Special Events is responsible for planning and facilitating setting up, and taking down a total of 4 major events reaching 200+ attendees (such as our Runways of the World Fashion Show) throughout the academic year.
- Manage a subcommittee for major events which involves coordinating committee members to:
 - Recruit and direct volunteers for these events.
 - Curate two large-scale events each semester, either based off of successful events from previous years or a new, original event.
 - Foster relationships with other campus and community organizations through creative co-sponsorships.
- Assist in general event planning and leadership.
- Attend weekly executive board meetings.
- Attend weekly committee meetings.

Outreach and Collaboration:

- The Associate Director of Outreach and Collaboration is responsible for planning, coordinating, contacting collaborators/speakers and setting up monthly large-scale events/excursions with outside student organizations and community members
- Manage a subcommittee for Outreach and Collaboration:
 - Contact student and community organizations, and speakers
 - Recruit and direct volunteers for events
 - Create at least one event a month, either based on successful events from previous years or a new, original event.
 - Foster relationships with other campus and community organizations through creative co-sponsorships.
- Assist in general event planning and leadership.
- Attend weekly executive board meetings.
- Attend weekly committee meetings.

Associate Director of Internal Relations:

- Co-chairing or leading weekly committee meetings with the Global Connections Director.
- Manage a subcommittee for internal relations to coordinate committee members' efforts to:
 - Find and connect with interesting speakers on campus and across our community to bring in and talk with the committee.
 - Facilitate inter-WUD collaborative events with other committees.
 - Plan smaller bi-weekly or monthly activities to promote heritage months, cultural education and engagement
- Maintaining a welcoming environment for committee members to explore their passions.
- Assisting with the purchasing of labeling and promotional materials for handouts.
- Working with the Global Connections Director to attain budget training and help other Associate Directors with the completion of hiring contracts for community and campus experts.
- Working with other committee members and AD's to carry out their goals in the weekly committee meetings.
- Assist in general event planning and leadership.
- Attend weekly executive board meetings.
- Attend weekly committee meetings.

Social Media:

- The Associate Director of Social Media is responsible for managing the social media presence (Instagram, Facebook, Twitter, etc), as well as maintaining a positive image and brand for the Global Connections Committee.
- Manage a subcommittee for Social Media to coordinate committee members' efforts to:
 - Innovate inclusive and engaging ways to increase social media presence and influence.
 - Promote Global Connections Events in a timely and professional manner.
- Collaborate with Marketing AD to create eye-catching and effective social media content.
- Assist in other general event planning and leadership.
- Attend weekly executive board meetings.
- Attend weekly committee meetings.