



Job Title:	Secretary	Job Category:	Student Leadership
Department/Group:	Collegiate Members	Start Date:	July 1 each year
Location:	Statewide	Travel Required:	Travel to chapters, meetings, and conferences are required
Level/Salary Range:	\$0 This is a volunteer/elected position	Position Type:	Student Officer
HR Contact:	Michigan Collegiate DECA Advisor/ED	Date Posted:	January each year
Will Train Applicant(s):	Yes, required	Posting Expires:	Upon CDC or as needed

Applications Accepted By:

EMAIL:

micollegiatedeca@gmail.com
 Subject Line: State Officer – President Position

MAIL:

Tanya Blehm
 Company Name
 3831 S. Gleaner Road
 Saginaw, MI 48609

Job Description

ROLE AND RESPONSIBILITIES

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

- Take meeting minutes for both the state meeting as well as all board meetings.
- Liaison between the state administration and the chapters via communication (written & verbal), chapter visits, 15th of the month reports, and board meetings.
- Be the voice of the student membership via communication (written & verbal)
- Coordinate one or more segments of the Career Development Conference consisting of one of the following: Guest speaker, gift bags, social media, community service project, social event, or the banquet décor.
- Coordinate one of the following state administrative task: social media, membership development, conference sponsorship, or bridge the gap – welcome the high school seniors (high school CDC attendance required)

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must be attending a current college or university in Michigan
 Must be 18 years of age
 Must have access to transportation
 Must have a 2.6 GPA

PREFERRED SKILLS

Organizational skills, Communication skills – written and verbal, knowledge of social media, ability or willingness to speak in front of a large group

ADDITIONAL NOTES

State and nation dues are paid for you through the state. Attendance at the state conference is required. Travel to the ICDC may be subsidized with board approval.