

Super Brief Job Descriptions

Executive Director

- Responsible for leading 10K at the University and in the surrounding community.

Executive Director of Operations

- Responsible for the transmission of all internal and external data, the handling of essential processes, and with all event production specifically including vFairs, volunteer days, and the year-end concert.

Executive Director of Business

- Responsible for ensuring all processes of money handling including keeping accounts to the best and fullest capacity of his/her staff.

Executive Director of Nonprofits

- Responsible for maintaining successful relationships with all of our nonprofits. This includes setting up volunteer events and answering questions in a timely manner, as well as keeping them updated via the nonprofit newsletter.

Executive Director of Marketing

- Responsible for 10K's overall image in the community and yes, around the nation. This person is constantly looking for new ways to make 10K a big name.

Executive Director of Grassroots

- Responsible for all outreach for 10K. He/she handles anything relating to mobilizing large groups of staff and direct contact with our volunteers.

Executive Assistant

- Responsible for various processes within the 10K executives. The EA is a non-voting member of the Executive Board.

Morale Chair

- Responsible for keeping staff enthusiastic and energized throughout the year. You will be expected to plan staff socials and leading the committee to execute the year-end concert.

Events Chair

- Responsible for planning all 10K event planning and is also responsible for planning the year-end carnival.

Logistics Chair

- Responsible for data collection and storage for 10K. He/she is responsible for maintaining the website.

Media Relations Chair

- Responsible for and aware of all aspects of media contact. Applicants must have experience in journalism, marketing, or public relations.

Designer

- Designers create the masterpieces that set 10K apart from other student organizations. Flyers, posters, and tshirts are just a few of the things that you'll have a chance to design.

Social Marketing Chair

- Handles all marketing via social media websites. This person should be technology savvy.

Creative Marketing Chair

- Handles all "non-traditional" marketing. We always seek to be a little different...

Greek Liaison Chair

- The go between for 10K and the Greek community. If you're interested in this position, you will be expected to have strong communication skills, attend the majority of the Pan Hellenic Council and Inter-Fraternity Council meetings and assist with all major 10K events.

Development Chair

- Tasked with reaching out to the greater community. You should be comfortable with public speaking and have a professional attitude.

Nonprofit Staff

- Each member of the NP staff is responsible for helping reach out to all nonprofits and maintaining professional contacting with them.

Accounts Chair

- Responsible for handling all matters relating to the proper recording of deposits and expenditures and verifying that 10K records match the Student Organization Business Office records.

University Relations Chair

- Handles all University Relationships. Though primarily dealing with fundraising the UR Chair is responsible for all 10K relationship with an University office.

Community Relations Chair

- The primary fundraiser for 10K. They seek donations and maintain relationships with local businesses.

Squad Leader

- Squad Leaders are the outreach masters. If you are interested in this position, you should at least be moderately comfortable with speaking in public. You will also be expected to assist with all major 10K events including, but not limited to volunteer fairs, major recruitment pushes, and the concert/carnival itself.