



# FutureU Presenter

<b>Division:</b>	General	<b>Report to:</b>	FutureU Project Manager
<b>Department/Project:</b>	FutureU	<b>Attend General Meetings:</b>	Biweekly
<b>Commitment:</b>	Low	<b>Attend Lead Meetings:</b>	Upon Request
<b>HR Contact:</b>	Carlye Oda	<b>Attend Exec Meetings:</b>	Upon Request

## Job Description

### Job Purpose:

The FutureU Presenter is responsible for obtaining necessary materials, securing transportation to venues to conduct a one-hour presentation to grade ten careers classes.

### Duties:

- Secure necessary presentation technology and FutureU handouts
- Collect necessary data and surveys
- Organize transportation to and from school. Collect receipts for reimbursement
- Take photos of the presentation when possible
- Attend general team and other scheduled meetings
- Actively participate in meeting discussions and SIFE events
- Complete tasks in a timely fashion, to the best of my ability, and ask for help when necessary
- Keep track of all emails, responsibilities and tasks
- Seek oppourtunities to gain and practice skills, knowledge, and experience
- Be good natured and promote a positive work environment for all

### Knowledge/Skills

- Great organizational skills
- Strong interpersonal skills

### Qualifications

- Student at St. Lawrence College

Member:		Signature:		Date:	
President:		Signature:		Date:	
Faculty Advisor:		Signature:		Date:	