



FutureU School Liaison

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

Job Description

Job Purpose:

The FutureU School Liaison is responsible for contacting schools in the greater Kingston area to book presentations as well as maintain relations with administrative and faculty staff.

Duties:

- Contact schools in the greater Kingston area in at the beginning and half way through each semester
- Book presentations for FutureU presentations
- Maintain contact with administrative and faculty staff over the course of the academic year
- 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:	