

# MAINE ACADEMY OF NUTRITION AND DIETETICS

JOB DESCRIPTION: State Professional Recruitment Coordinator (SPRC)

## Purpose of position:

- Promote and recruit individuals to the dietetics profession to grade school, high school and college students and the general public.
- Increase dietetics students' enrollment by interacting with them.
- Assist the affiliate in implementing new programs to encourage and enhance student member involvement within Academy of Nutrition and Dietetics (AND), the affiliate or other local group.

Length of service: One (1) year term length, starting at the beginning of the affiliate fiscal year

Expected time commitment: Four (4) to five (5) hours per month, depending on the size of the affiliate

Position reports to: This position reports to the affiliate BOD once a year,

## An ideal SPRC:

- Likes to interact with various groups of people
- Is a good written and verbal communicator
- Has experience public speaking

## Responsibilities:

1. Establish a 'local affiliate network' of SPRC contacts. These should be AND members throughout the affiliate who are also members of a district association and are either a Registered dietitian (RD) or Dietetic Technician, Registered (DTR) or a student member who is currently enrolled in a CADE-accredited or approved DPD, CP, DI or DT program.
2. Participate in career recruitment activities as able, and distribute career recruitment materials available through AND Careers and Student Services (two or more annually).
3. Serve as the contact posted on AND student center Web site. Students will contact individual for basic career information on the dietetics profession.
4. Communicate via e-mail with AND staff liaison at the end of each fiscal year (by May 31)
5. Prepare and update SPRC's files for end of term of office. Provide files and orient next fiscal year's volunteer as to duties of the office.

## Reporting duties:

1. Send at least one report to the affiliate BOD. The report should include leader and student feedback, notification of issues and program outcomes.

2. Report recruitment activities to AND staff liaison on a yearly basis.

Travel Requirements: Attendance at one affiliate Board of Directors (BOD) meeting annually is strongly recommended.

Resources

- AND Staff Liaison to answer questions and provide guidance
- Order forms and mailings regarding career recruitment materials.
- Recommended activities SPRC leaders can implement to enhance and facilitate recruitment efforts and increase participation in recruitment activities on the local level.

Benefit for volunteering in this position:

- Develop leadership and team work skills.
- Provide mentoring opportunities.
- Gain public relations experience.

What SPRCs place in their resumes:

- Recruited # students into the dietetics profession through public relations and counseling
- Spoke about the dietetics profession at # meetings with # number of attendees

Leadership Advancement: Most SPRCS, if looking to become further involved, advance to the membership committee chair position or affiliate Board of Directors

Approved by MAND Board on 2/29/12