

Communication Skills Department Associate Administrator

REPORTING RELATIONSHIP

The *Communication Skills Department Associate Administrator* (CSDAA) is a support person for Area CSIs. The CSDAA reports to the CSDA who in turn reports to the Division Director.

◆ Responsibilities of the CSDAA - -

- Willing to train as an Instructor trainer.
- Trains and orients new CS Instructors
- Gives specific, written feedback and support to newly trained CS Instructors
- Receives and responds to session reports from CSIs.
- Collects and responds to Annual reports from assigned CSIs.
- Consults with Area Teams to aid them in appointing, training and utilizing Area Instructors.
- Aids in planning and presenting Instructor Workshops, both on the Division and the International Level.
- Attends Division staff meetings.
- Attends LLLI conferences and seminars and EUS conferences and seminars as requested.

◆ Personnel Management --

- Works closely with the CSDA and other CSD staff
- Orients, trains, supports, and evaluates Area CS Instructors, maintains appropriate files.
- Has frequent personal communication with CSDA and assigned CSIs.
- Informs CSDA about the orientation, training and support of Area CSIs.
- Contributes to CSD Directory helping to keep it accurate.

◆ Program Management - -

- Assists CSDA with the development and implementation of programs designed to educate and enrich CSIs within the EUS. These can be freestanding or in conjunction with other events.
- Aids in planning and coordinating CS department meetings as directed/needed; organizes and carries out CSD Regional meetings.
- Participates in Staff meetings and contributes to the CS department portion of the meeting.

◆ Publications - -

- Writes for the EUS CSD newsletter, *LLLIighthouse* as requested by the CSDA
- Writes for the EUS publication, *Eastern Union* as determined jointly between CSDA and CSDAA.
- Aids CSDA in development of printed material to further CSD.

◆ Communication - -

- Shares monthly accomplishments with fellow CSD Dept. members.
- Aids in development of AR form; oversees the distribution and collection of Annual Reports from CSIs.
- Writes a thorough response to each AR she receives, offering guidance and support to the CSIs.
- Communicates regularly with the CSDA and CSIs.
- Communicates as needed with other EUS and Area staff members.
- Reviews written materials and recordings of CSIs in orientation when needed.
- Prepares and submits a AR to the CSDA.

◆ Financial Management - -

- Works with CSDA to develop and maintain individual budget.
- Monitors own expenses and reports to CSDA to facilitate department budgeting.

◆ Travel - -

- The CSDAA will be expected to attend the EUS staff meeting (usually held in late February or early March), the LLLI / IMS Conferences and any EUS conferences, or seminars, as well as special CSD Meetings and/or workshops. The CSDAA may attend, and speak at, additional meetings as requested.

◆ TERM OF OFFICE

- The Communication Skills Department Associate Administrator will serve for three years with additional two one-year terms after review and consultation with the Division Director and CSDA.