



## Dream Team 2011 Recruitment

### Comp Coordinator

#### **Commitment**

- *1-2 hours/week and about 3-4 hours/week closer to the tournament*

#### **Duties**

- *Recruit qualified judges for various competitions*
- *Work with the competition chair to make sure all competitions run smoothly on the days of the tourney*

#### **Qualification**

- *Min. 1 year of MIST experience as volunteer/ executive*

### Program Coordinator (2)

#### **Commitment**

- *1-2 hours/week and about 3-4 hours/week closer to the tourney*

#### **Duties**

- *Recruit qualified speakers*
- *Work with speakers to develop curriculum (topics, format, etc)*
- *Develop engaging unique main sessions*

#### **Qualifications**

- *Excellent time management skills*
- *Friendly and personable*
- *Must work well under pressure*

### Registration Coordinator (2)

#### **Commitment**

- *1-2 hours/week and about 3-4 hours/week closer to the tourney*

#### **Duties**

- *Troubleshoot online team registration*
- *Administer registration codes to registrars*
- *Producing identification badges for competitors*
- *Register competitors onsite*
- *Keep in close contact with the ambassadors from each school*
- *Assist the competition coordinators*

#### **Qualifications**

- *Familiar with MIST and/or other registration process (Adderprit.com etc)*
- *Outgoing and creative*



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## Finance Coordinator (2)

### **Commitment**

- *1-2 hours/week and about 3-4 hours/week closer to the tourney*

### **Duties**

- *Track and maintain expenses*
- *Review and categorize spending from previous year*
- *Identify areas of cost reduction*
- *Manage scholarships and financial aide discernment*

### **Qualifications**

- *Advanced experience with Excel*

## Graphic Designer

### **Commitment**

- *1-2 hours/week*

### **Duties**

- *Create/edit logos/letterheads*
- *Design poster for the tournament and other special events (i.e. fundraising dinner)*

## Logistics Chair

### **Commitment**

- *1 hour/week, 4-6 hours/week closer to the tourney*
- *Required to attend every meeting*
- *Bi-weekly check-ins with Committee Chairs*

### **Duties**

- *Find buildings suitable to hold the tournament*
- *Book all venues required for the tournament (classrooms, gyms, lecture halls, etc)*
- *Book all required audio/visual for the tourney*
- *Work with security team to ensure participants are aware of various locations (through the help of maps, signs, etc)*
- *Provide parking/transportation options for participants/judges*

### **Qualifications**

- *Familiar with UMD*
- *Min. 1 year of experience with Event Planning*

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# MIST D.C.

## Associate Director

### **Commitment**

- *5 hours/week consistently*
- *Required attendance at all meetings*
- *Attendance at committee meetings upon request*

### **Duties**

- *Managerial duties*
- *High priority tasks (venue procurement, emergencies/crises, etc)*
- *Planning Meeting Agendas*
- *Facilitating general body meetings*
- *Follow up with Chairs (progress benchmarks, meeting regularly, etc)*
- *Accompany director when meeting with venue staff*
- *Tournament weekend Logistic Chair support (ensuring program is on time, resources are ready, etc)*

### **Qualifications**

- *Friendly, reliable, independent, excellent communication skills (spoken and written), team player, constructively critical, professional*
- *Leadership experience (MSA's, Red Cross, project leads, etc)*
- *1+ Year event planning experience*
- *2+ Years (Ambassadors preferred)*

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