

- Position Title:** ACTER Executive Director, part time
- Hours:** It is anticipated the person will spend an average of 5-10 hours per week performing the responsibilities of the position. However, there will be periods of time such as prior to, during and after the annual conference and National Policy Seminar when the person will be working considerably more hours.
- Stipend/Travel:** \$10,000 stipend. Travel expenses to attend the annual ACTER conference and National Policy Seminar not to exceed \$2,000.00 for the year.
- Position Overview:** To handle the day-to-day activities of the Association for Career and Technical Education Research (ACTER) and to provide visionary leadership and support for the ACTER Officer Team and the organization in general.
- Responsibilities:**
1. In cooperation with ACTE, the ACTER President, and the ACTER Officer Team assist in the planning, organization, and operation of the annual meeting. The person will work with the ACTER committees such as the conference planning committee to ensure that the details of the meeting such as coordinating the registration process, planning meal functions, producing the program, arranging for audio visual needs, etc. are being done in a timely fashion.
 2. Cooperate with the VP, Treasurer, and Committee Chairs to maintain the membership data base.
 3. Provide logistical support including ensuring that the ACTER Research Framework/Roadmap is revised on a regular schedule (every five years), is supported by ACTE and CTE Advance, and is used to guide the submissions for ACTER conference and journal.
 4. Facilitate actions of/for the association at the direction of the President and ACTER Officer Team.
 5. At the direction and request of the Treasurer, carry-out such duties as overseeing the annual member audit report, and following-up on business items of budgetary nature to support the financial soundness of ACTER.
 6. Establish and maintain a set of operating procedures for the Association.
 7. Maintain an inventory of Association supplies such as certificates, letterhead, etc.
 8. Attend the ACTE National Policy Seminar (NPS) and enhance and coordinate ACTER's role in the NPS.
- Accountability:** The appointment of the Executive Director is on a year-to-year basis, and with due cause, can be terminated by the association ACTER Officer Team.
- Qualifications:**
1. Strong management skills and experience.
 2. Understanding of and experience in the broad field of career and technical education.
 3. Demonstration of leadership ability in strategizing and coalition building.
 4. Excellent written and oral communication skills.
 5. Experience in planning and facilitating conferences.
- Application** The job description is posted on the ACTER website and has been sent to the ACTER list with encouragement for ACTER members to share it with other professional lists and individuals. To apply for this position, send an electronic letter of application detailing how the applicant meets each of the listed qualifications, by ?????, midnight EST, to:

ACTER President

Letters will be reviewed by a panel of five ACTER members representing the ACTER Officer Team and Committee Chairs. Conference calls between the panel and interviewees will take place per the direction of the panel. The Executive Director will be in position on ?????.