

Kingdom SUN Chancellor

Duties

- The main duty of the SUN chancellor is to assist in running the yearly event of classes held on the second weekend of November. The chancellor puts out a call for bids by January 1. The recruitment of teachers, the scheduling of classes, and the advertising of the event are the primary duties. The deputy is also expected to work as closely with the hosting group as they wish to ensure all aspects of the event run smoothly.
- The chancellor is responsible for the projectors, tarps, and other equipment in the SUN inventory. The inventory is to be updated every year by January 1.
- The chancellor will maintain a database of prospective teachers, the areas they are able to teach, and their contact information.
- The chancellor is to act throughout the year as a liaison to the populace in connecting event coordinators with prospective teachers. Not many people know of this resource; the chancellor will need to do a great deal of outreach to the staff running an event.
- The chancellor will also act as an assistant and advisor to the KMOAS as needed on other projects as needed.
- The SUN chancellor is a warranted position and will have Stallari approval. The chancellor will report to the KMOAS by the 15th of every month.

Time Commitments

This position will require about 5 hours a week in maintaining the database and liaising with event coordinators. From June through November there will be an expected additional 5 hours per week, with perhaps more time needed in October and November as the event date approaches.

Key Skills

This position requires excellent organization and time-management skills. Multitasking is also very important, as are interpersonal skills to work with both teachers and students of varying degrees of capability. Problem-solving is needed to quickly deal with class changes and other on-the-spot questions that arise during the event. Summarizing and tabulating data from the event will be necessary for the yearly report to the KMOAS.

Summary of position

Duties

- Assist in scheduling the yearly SUN event in November and assisting the host group as necessary.
- Recruit teachers.
- Schedule classes, often with last-minute changes.
- Responsible for the SUN inventory.
- Maintain a database of prospective teachers, their area of expertise, and their contact information.

- Reach out to event personnel to ensure they have the contact information needed to schedule teachers and classes.
- Assist and advise the KMOAS as needed.

Time Commitments

Time commitment will vary from about 5 hours a week year-round to 10 or 15 hours a week during October and November.

Key Skills

- Working well with others
- Data organization to keep lists of teachers and classes available current
- Multi-tasking
- Scheduling
- Ability to diplomatically reach out to event staff with offers of help.