



<https://www.coloradotsa.org/>

SUPPORTER OPPORTUNITIES for 2024-2025

Review of applications will begin on 7/1/2024 and continue until positions are filled

2024 - COTSA is accepting applications. To apply, send a letter of interest with your resume to Carri Senter at Carri.Senter@cccs.edu. *Questions?* Contact Carri Senter via email

New Advisor Mentor -

Summary:

The New Advisor Mentor supports 2-3 new advisors of CO TSA with a focus on teachers in years 1-3., providing mentorship, resources, and feedback to enhance their effectiveness and foster student leadership development.

Key Responsibilities:

- Mentorship and Support
 - Individual follow-up with each new chapter advisors in the first month of teaching to insure a successful start
 - Facilitating monthly distance conferences with teachers to enable in-time delivery of information essential for successful program operation
 - Offer personalized mentoring to new chapter advisors.
 - Assist advisors in understanding their roles and responsibilities.
 - Share best practices and innovative advising techniques.
- Resource Provision:
 - Supply advisors with necessary resources and tools.
 - Connect advisors with professional networks and communities.

Time Commitment:

- 1-2 hours a month connecting or responding to emails from new advisors
- 8 hours total

Compensation:

- .5 [CSU Professional Development Credit*](#)

Logistics Coordinator –

Summary: The Logistics Coordinator is responsible for managing the logistics and setup for the State Conference.

Key Responsibilities:

- The Logistics Coordinator will set up a system and sign-up slots needed for students and advisors at the State Conference.
- Oversee room set-up.
- Liaise with the hotel about projection of conference details through the hotel's projection system.

Time Commitment:

- 1-2 hours the month prior to the state conference and 1-2 hours the month of the state conference.
- 8 hours total

Compensation:

- .5 [CSU Professional Development Credit*](#)
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Exhibition Coordinator -

Summary:

The Exhibition Coordinator will be responsible for organizing and managing the exhibition component of the state conference for Colorado TSA such as Giant Jenga, Fashion Show and vendor workshops. This role involves coordinating exhibition, overseeing the setup and breakdown of the exhibition areas, and ensuring a smooth and engaging experience for all students.

Key Responsibilities:

- Event Planning and Logistics:
 - Identify and recruit potential exhibitors relevant to the conference.
 - Communicate with exhibitors to provide necessary information and support.
 - Plan and organize the layout of the exhibition area.
 - Coordinate the setup and breakdown of exhibition booths and displays.
 - Ensure all exhibitors have the required resources and support during the event.
- Collaboration and Communication:

- Work closely with the conference planning committee to align exhibition plans with the overall event agenda.
- Maintain clear and regular communication with exhibitors and other stakeholders.
- On-Site Management:
 - Oversee the on-site operations of the exhibition area during the conference.
 - Address any issues or concerns that arise promptly and effectively.
 - Ensure the exhibition area is safe and accessible for all participants.
- Assessment and Feedback:
 - Participate in post-conference debriefs to identify areas for improvement.
 - Implement changes based on feedback to enhance future exhibitions.

Time Commitment:

- 1-2 hours prior to conference organizing and planning for exhibitions with the State Advisor.
- 1-2 hours at conference overseeing exhibitions
- 8 hours total

Compensation:

- .5 [CSU Professional Development Credit*](#)

State Officer Coach

Summary: The State Officer Coach plays a crucial role in providing guidance, support, and supervision to the State Officer Team, ensuring their effective leadership and successful execution of the State Program of Work.

Key Responsibilities:

- Provide direction, counseling, and supervision to the State Officer Team throughout their term.
- Serve as the liaison between the State Officer Team and the State Advisor, facilitating effective communication and collaboration.
- Offer guidance and support in the development and writing of the State Program of Work.
- Coordinate and ensure the attendance and participation of State Officers at various Colorado TSA events.

- Attend, supervise, and assist in the coordination and setup of the following meetings and events:
 - State Officer Candidate Meeting
 - State Officer and Advisor Orientations
 - CTSO State Officer Training
 - National Conference
 - CTSO Leadership Kickoff (September/October)
 - State Conference (February)
 - State Officer Team Meetings (minimum of one per month)
 - State Officer/Committee Meetings
 - Chapter Visits (virtual and in-person) at least 10 per year
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 - Coordinate and review the State Officers' monthly reports by:
 - Obtaining monthly reports from each State Officer
 - Reporting any issues with not receiving monthly reports
 - Responding to all monthly reports and providing appropriate consultation
 - Assist the State Advisor with any additional conference needs prior to and during the State Conference.
 - Attend meetings at national, regional, and state levels upon request of the State Advisor and/or the Colorado Community College System.
 - Serve as a member of the Colorado TSA Advisory Committee and attend all meetings.
 - Perform other duties as assigned, including but not limited to assisting with student fundraisers.
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Competitive Events Committee (6 spots avail)

Summary: The Competitive Event Committee Members are responsible for assisting the State Advisor with planning, organizing, and executing competitive events for Colorado TSA.

Key Responsibilities:

- Event Planning and Coordination:
 - Assist in the planning and organization of competitive events.
 - Assist with ensuring all events comply with National TSA standards and guidelines.
- Judging and Scoring

- Help in the recruitment and training of judges for competitive events.
- Collaborate with the State Advisor and other committee members when discrepancies or questions arise at the State Conference to ensure fair and consistent judging criteria are applied.
- Assessment and Feedback:
 - Participate in post-event debriefs to identify areas for improvement.
 - Implement changes based on feedback to enhance future events.

Time Commitment:

- 1-2 hours a month virtual meetings
- 3-4 hours at state conference
- 15 hours total

Compensation:

- 1 [CSU Professional Development Credit*](#)

Judges Coordinator -

Summary: The Judges Coordinator plays a critical role in managing and overseeing the judging process for the TSA (Technology Student Association) State Conference.

Key Responsibilities:

- Collaborate with the Competition and Tabulations Coordinator onsite as necessary during the state conference
- Coordinate and communicate with judges, assigning duties and responsibilities to ensure efficient judging operations.
- Apprise the State Advisor of any judging vacancies to facilitate the recruitment of additional judges as needed
- Create comprehensive judges' packets, including all necessary information and materials, and communicate printing needs with the TSA Program Assistant.
- Develop 2-3 social media posts to promote the "Call for Judges" and encourage participation"
- Facilitate judge training and preparation by:
 - Conducting an online training/Q&A session with judges and Event Managers two weeks prior to the State Conference.
 - Providing in-person training for judges on the day of the event(s) during the State Conference.
- Attend TSA State Conference and assist with the tabulations room operations (February 2025)

- Participate in weekly virtual check-in meetings with the TSA State Advisor and ETMA Program Director to provide updates and address any concerns.
- Perform other duties as needed to support the successful execution of the judging process and State Conference.

Time Commitment:

- 15-20 hours

Compensation:

- 1 [CSU Professional Development Credit*](#)
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Courtesy Corp: (*student opportunity*)

- Courtesy Corps members may be asked to assist judges, run errands, work at the registration desk, assist with educational symposiums or assist in other ways; therefore, they should be dressed in TSA uniform or business attire.

Compensation:

- Certificate of Completion with hours listed for community service
- TSA Judge Gift