

## **Job Description:**

# **Director(s) of Membership Services**

## **Willamette University Institute for Continued Learning**

The Director(s) of Membership Services is responsible for admitting new members, collecting membership dues, and maintaining membership lists (current and waiting). All communication is in person or via computer (e.g. email & ICL website).

Activities include, but are not limited to:

Maintain current waiting list and current member list.

Notify eligible applicants via email when membership openings become available. Notification, orientation, and admission will occur prior to the start of the fall and winter/spring semesters.

Conduct new member orientation in order to inform applicants of ICL activities and membership expectations (refer to ICL Membership Policies and Procedures). Dues are collected no later than the time of the orientation and pictures taken for the membership directory.

Collect and forward membership dues to the Director of Financial Services.

Work with the Director(s) of Information Services to provide a copy of the current membership list to the University Registrar before August 1st.

After summer orientation of new members, email pictures of incoming members to the Director of Information Services by August 1st for inclusion in the Membership Directory.

Pick up printed Membership Directories and ID cards from the WU Print Shop.

Distribute Membership Directories and ID cards to members before or at the first class of the Fall semester.

Make name tags for new members and current members as requested.

Introduce new members to current members at the beginning of each term.