

**NorthWest Arkansas Community College**

**Global Relations Officer Program Memorandum of Understanding**

To be an effective Global Relations Officer, I, \_\_\_\_\_, realize that there are rights and responsibilities inherent in accepting a position with the NWACC Global Relations Officer. I know that I must make a personal commitment to the NorthWest Arkansas Community College and the program for me to benefit from my involvement and achieve personal growth. In return, the NWACC International Programs Director will devote personal attention, time, and training in order to assist me in becoming an effective student leader. My signature below indicates that I understand and intend to uphold this memorandum of understanding, as stated below.

Upon accepting a position as a NWACC Global Relations Officer program member, I understand and accept the following:

- 1) For the success of the program, I will support NWACC International Applicants, the International Programs Center, our Student Services and academic partners, in a constructive and objective manner.
- 2) For the success of the program, I will support the NWACC Global Relations Officer in a constructive and objective manner.
- 3) I will maintain a minimum 2.0 GPA
- 4) I will provide consistent, immediate, and appropriate responses to applicants within 24-48 hours.
- 5) I will attend International Orientation at the start of each semester.
- 6) The Social Media page(s) I manage will be provide a service which will include, but is not limited to: Social Media, including translation of official NWACC social media messaging into foreign languages, Direct Messaging, Emailing, Phone Calls, etc.... as needed for new International Students who need help.
- 7) I fully understand that I am volunteering my time and do not expect any compensation as a result.
- 8) I understand that I may withdraw my participation from the Global Relations Officer at any time without reason.
- 9) I understand that NWACC Global Relations Officer members work under the supervision of the International Programs Technician who reports directly to the Director of International Programs.
- 10) I will commit to the highest level of responsibility and professionalism needed to be an NWACC Global Relations Officer member. I understand that repeated absence, overtly long delays in replies, and no reciprocal contact of inquiries from New International Student Applicants will warrant my dismissal from the program.
- 11) I will work as an effective and productive team member. Any actions which hinder the team- building process may be considered grounds for dismissal from the program.
- 12) I will serve as a role model for students by exhibiting a positive attitude, as well as enthusiasm for NWACC.
- 13) NWACC Global Relations Officer duties may include advocating for students, creating initiatives based on student needs and requests, representing the student body, creating and distributing informational materials, making written or telephone contact with area businesses, assisting with registration, recruiting and tours, speaking on campus and in surrounding communities, and other duties as needed.
- 14) I understand that anytime I am representing NWACC - including through social media usage, on and off campus, tours, and during campus activities - I will act in a professional manner and wear my NWACC name badge. I understand that I am subject to NWACC's Student Code of Conduct and all applicable NWACC Policies and Procedures.
- 15) I understand that I need to attend the Social Media Meetings held on-campus.

Date: \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Printed Name \_\_\_\_\_

NWACC ID \_\_\_\_\_

Date: \_\_\_\_\_

Director, International Programs Signature \_\_\_\_\_

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