

UNHCE IITs/IPTs Member Job Description

Purpose: Support team members and chair(s) in achieving intended program impacts that address an interdisciplinary issue.

Term of service: 10% commitment
May 1, 2004 to October 1, 2006

Skills needed: Project management
Networking/connecting
Verbal and written communication
Issue expertise
Conflict management
Program development, implementation, evaluation and reporting

Responsibilities:

- Appropriately involve stakeholders in team work
- Review existing gap analysis data and incorporate other applicable data as identified with respect to the issue
- Develop with team members/chair(s) a logic model detailing intended team impacts and a process for achieving and measuring them
- Work with team members/chair(s) to determine an appropriate and clearly descriptive name for the team
- Develop with team members/chair(s) impact indicators for statewide reporting on the issue
- Develop with team members/chair(s) a revenue generation/funding and expenditure portfolio for the team's work
- Carry out the programmatic educational work of the team using the most appropriate methods (i.e. workshops, distance education, print media)
- Support chair(s) in providing a quarterly update to the UNHCE Program Council on team efforts
- Support chair(s) in providing an annual impact report to the Program Council and Associate Director
- Provide performance appraisal feedback for team chair(s)
- Build connections for team members/chair(s) to carry out their work
- Facilitate team growth and development (individual and group)
- Practice shared leadership and "will do" followership
- Enhance personal and organizational professional development to enhance issue programming
- Involve UNH campus expertise (i.e. consultants, evaluators) in addressing the issue