SELL BOARD RECRUITMENT OVERVIEW

SELL FELLOWSHIP | SPRING 2021 POSITIONS

Table of Contents

use this to find a specific section!

SELL Board Recruitment Timeline

Fall 2020

Nov. 15	Nov. 27 @ 11:59 PM	Nov. 28- Dec. 3	Dec. 5
Officer Board Application Opens	Officer Board Application Due	Officer Board Interviews	Officer Board Selected / Notified
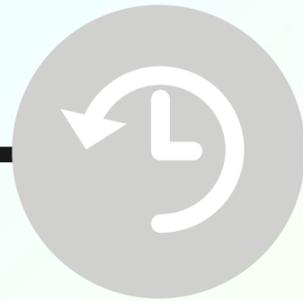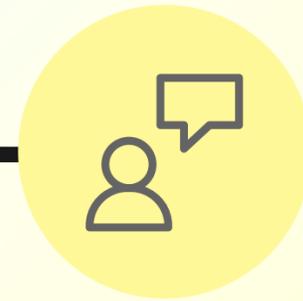
Who's Eligible For Officer Board?

It depends on the position!

For Fellow Development & Programming Leads, **applicants must have Junior or Senior Fellow status,** meaning you've completed either the Ideator or Incubator Fellowship. If you want to apply for these positions but don't have this experience, please contact celesiasmith23@gmail.com before applying.

For all other leads, especially within the operations, media, & membership teams, anybody can apply, anyone can apply! Experience in SELL, year in school, and major does not matter. We simply want people passionate about social impact and leadership.

Time Commitment

FELLOW DEVELOPMENT + PROGRAMMING POSITIONS

10-15+ hrs/week

- **1 hr** weekly Officer Board meeting
- **1 hr** weekly team meeting
- **1 hr** (optional) navigation sessions with current fellows
- **2 hr** attendance & participation of at least one Ideator or Incubator session per week
- **5+ hours** of fellowship or organization-specific task execution

OPERATIONS TEAM + MEMBERSHIP TEAM POSITIONS

5-10+ hrs/week

- **1 hr** weekly Officer Board meeting
- **1 hr** weekly team meeting
- **1 hr** (optional) navigation sessions with current fellows
- **3+ hours** of role-specific task execution

Note: these times might vary throughout the semester. For example, the Design Lead might have a larger load when creating fellowship admissions and pitch competition publicity, but a smaller load / time commitment throughout the semester

Executive Board Overview

All Officer Board members work under these positions

IDEATOR DIRECTOR

Manage the Ideator Team and lead Ideator Fellowship day-to-day + all sixteen sessions.

Report progress of Ideator fellows and team to Executive Board.

Lead Ideator Fellowship admissions process.

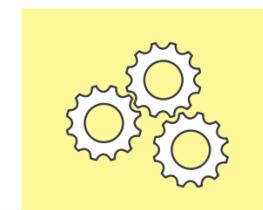Create and execute on Ideator Fellowship vision.

INCUBATOR DIRECTOR

Manage the Incubator Team and lead Incubator Fellowship day-to-day + all sixteen sessions.

Report progress of Incubator fellows and team to Executive Board.

Manage execution of SELL Your Impact: Pitch Competition alongside Administrative Director.

ADMINISTRATIVE DIRECTOR

Plan product execution, delegate tasks to ops team, and manage overall operations throughout semester.

Coordinate on-boarding and off-boarding processes for SELL Officer Board alongside Executive Director

Manage logistics coordination for necessary events, including SYI.
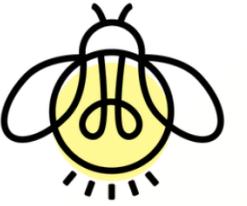
MEMBERSHIP DIRECTOR

Oversee culture and communications leads to ensure a positive SELL experience for all fellows.

Manage culture leads in planning SELL social events, including Impact Formal, Battle of the Verticals, and more.
.
Develop the SELL org-wide constitution.

Available Positions
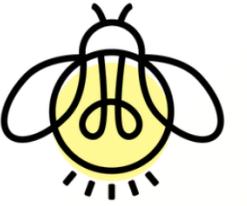
Officer Board - Ideator Fellowship

PROGRAMMING LEADS (X2)

- **Design session schedule & syllabus** for Ideator Fellowship

- **Analyze feedback** from previous semesters to iterate on the current Ideator curriculum

- **Design activities & lesson plans** for each Ideator session

- **Verify & transfer content** to Ideator Fellowship session slide deck the week before each session

- **Train weekly lecturers** on Ideator Curriculum

- **Upload resources** & action items weekly to Google Classroom

- **Coordinate lecturer selection** for all workshops

- **Find, engage, and schedule external guest speakers** for necessary Ideator Fellowship sessions

- **Outline speaker talking points** & add slides into session slide deck as needed for workshops

FELLOW DEVELOPMENT LEADS (X2)

- **Track weekly progress of fellow candidates'** actions/successes towards venture milestones

- **Create individualized ideation roadmaps** for fellow candidates to reach market validation by end of Ideator

- **Identify potential leads for fellow candidates,** like industry experts, beneficiaries, customers, & other key stakeholders

- **Help fellow candidates reach their personalized milestones** throughout the semester

- **Explain Induction/Enrollment requirements** to fellow candidates early on

- **Monitor fellow candidates' completion** of induction requirements (attendance, completion of handouts, etc.)

- **Maintain and assign breakout sessions** (navigation, mentorship, and peer)

- **Create outline for each week's breakout sessions**

Available Positions

Officer Board - Incubator Fellowship

PROGRAMMING LEADS (X2)

- **Design session schedule & syllabus** for Incubator Fellowship

- **Analyze feedback** from previous semesters to iterate on the current Incubator curriculum

- **Design activities & lesson plans** for each Ideator session

- **Verify & transfer content** to Incubator Fellowship session slide deck the week before each session

- **Train weekly lecturers** on Incubator Curriculum

- **Upload resources** & action items weekly to Google Classroom and/or Slack

- **Coordinate lecturer selection** for all workshops

- **Find, engage, and schedule external guest speakers** for necessary Incubator Fellowship sessions

- **Outline speaker talking points** & add slides into session slide deck as needed for workshops

FELLOW DEVELOPMENT LEADS (X2)

- **Track weekly progress of Junior Fellows'** actions/successes towards venture milestones

- **Create individualized roadmaps** for Junior Fellows to conduct a minimum of 3 PoCs and reach early-stage MVP by end of Incubator and perform well at SYI Pitch Competition

- **Create a fellow profile** for each Junior Fellow and update profiles throughout the semester with Incubator Director

- **Help fellow candidates reach their personalized milestones** throughout the semester

- **Explain graduation requirements** to junior fellows

- **Monitor Junior Fellows completion of graduation requirements** (attendance, completion of handouts, etc.)

- **Maintain and assign breakout sessions** (navigation, mentorship, and peer)

- **Create outline for each week's breakout sessions**

Available Positions
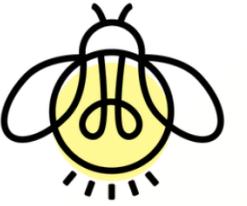
Officer Board - Operations Team

FINANCE LEAD

- **Develop financial plan** to ensure SELL is financially sustainable
- **Advance fundraising opportunities & secure grants** for SELL across all teams & organization expenses
- **Strategically distribute funds** with approval of Executive Board
- **Secure an official sponsor** for the Impact Pitch Competition alongside Partnerships Lead
- **Design and launch at least two organization-wide fundraising campaigns** over the semester
- **Maintain organization & fellowship-specific budgets**
- **Facilitate monetary transactions** between all stakeholders in the SELL community

PARTNERSHIPS LEAD

- **Build and maintain campus relations** with schools, student organizations, and relevant local partners
- **Build out Hubspot, the SELL CRM**, to maintain an ongoing database of UT organizations and individuals in the Social Impact community
- **Coordinate with Incubator Officers & Director to build out each Fellow's network** (Co-Founders, Advisors, etc.)
- **Manage completion of requirements** from Student Organization Center
- **Work with Finance Lead to secure partnerships** for necessary events (i.e. SYI)

Available Positions

Officer Board - Operations Team

EVENTS LEAD

- **Coordinate programming for large external SELL events** including SELL Your Story Conference and SELL Your Impact Pitch Competition

  - **Note:** *Managing SYI alongside the Incubator Director will be the biggest task of this lead. Someone with experience planning large external events would be ideal for this position, whereas someone interested in planning smaller, more social-oriented events should apply for Culture Lead*

- **Maintain relevant calendars on Google Calendar** for all Fellowship events and workshop sessions

- **Introduce one special event each to improve fellow experiences throughout the semester;** examples include Austin field trips, company visits, cohort-wide celebrations, and more

LOGISTICS LEAD

- **Procure all materials related to running workshop sessions & events** (including writing utensils, printing logistics, name tags, nameplates, etc.)

  - **Note:** *since we're online, most of these responsibilities won't be necessary!*

- **Build Fellowship binders** and other fellow candidate materials to mail out before fellowship start date alongside respective FD Leads

- **Book rooms** for all fellowship sessions and events

  - **Note:** *again, this will not be not necessary if we're continuing the online format*

- **Help order materials, food, and finalize sponsorship f**or events, alongside Finance Lead and Events Lead

Available Positions
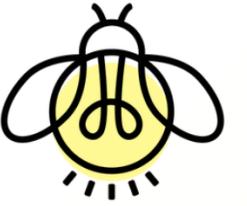
Officer Board - Media Team

SOCIAL MEDIA LEAD

- **Run all social media accounts,** including Facebook, Instagram, and LinkedIn

- **Collaborate with Design Lead and Administrative Director** to create media campaigns that enhance the SELL brand

  - *The largest campaigns we'll be running will be for Ideator Fellowship Admissions (at the beginning of the semester) and SELL Your Impact (towards the middle/end of the semester).*

- **Collect photos and videos** from events and sessions to post updated content on all platforms

DESIGN LEAD

- **Design** publicity and graphic content

- **Create graphic content** for all media channels and SELL merch, including t-shirts, sweatshirts, & more

- **Work with Social Media Lead** to generate content for media campaigns, including Admissions and SYI

- **Create slide decks for all major external-facing events,** including the SELL Your Story Conference & Social Impact Pitch Competition

- **Collect photos and videos** from events and sessions to post updated content on all platforms

Available Positions
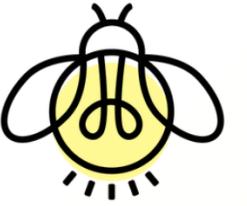
Officer Board: Culture + Membership Team

CULTURE LEADS (X2)

- **Coordinate programming** for org-wide SELL social events, including Impact Formal and Battle of the Verticals

- **Coordinate fellowship-specific** events, including cohort picnics, spikeball tournaments, and socially-distanced or online activities during the time of COVID-19

- **Develop 1-2 initiatives** to elevate SELL culture

- **Take fellow perspectives into account** when developing social events

COMMUNICATIONS LEAD

- **Lead community feedback sessions,** such as Town Halls, to ensure fellow voices are heard

- **Develop the SELL Constitution** alongside Membership Director

- **Create & send out the weekly SELL community newsletter,** *The Firefly*

- **Develop strategy and implementation** of *Medium* articles and content with Programming leads

- **Assist Social Media Lead as necessary** with social media and brand awareness campaigns

Available Positions
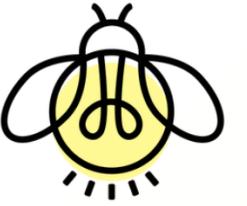
General Session Development Lead *(under Executive Director)*

Currently, SELL Fellowship operates on an admissions-based model in which fellows apply and are accepted into the program. The **SELL Board is currently exploring the opportunity to host certain sessions for the entire UT community, meaning sessions that students don't have to apply for to attend.** This would be **in addition to the fellowship model**, and might come in the form of a social impact speaker series, general impact-centered or social challenged-centered workshops held weekly, biweekly, etc. Ultimately, it's up to this development lead to determine the best way this format would function.

The General Session Development Lead is in charge of researching this potential opportunity area and, if necessary, planning out curriculum for which to execute on in the Fall of 2021 (after researching in Spring 2020).

If the end-of-semester proposal from this lead is passed (through voting within the Officer and Executive Board), this position will become a Director role in Fall 2021. Thus, **after researching and developing what SELL General Sessions will look like, General Session Development Lead will become General Session Director** and execute on all the development that took place in the Spring.

If interested, please email Slack Celesia or email celesiasmith23@gmail.com for more information!