

FRESH

POSITION DESCRIPTION: VICE PRESIDENT EVALUATION

Duties/Responsibilities pertaining to the VP Evaluation include, but are not limited to:

- Modifying, recording, collecting, and organizing FRESH program evaluation and session feedback forms (from FRESH social events and general meetings if feedback included).
- Compiling both quantitative and qualitative data for FRESH relevant to all aspects of the club (e.g., compiling data for FRESH ED, Administration, Social Media and Events).
- Update FRESH ED events excel sheet (with survey information) biweekly with PE hours.
- Be able to work independently to create evaluation tools and look to Faculty Advisors and other members of the Executive Team for feedback and review.
- Keep track of Frequent User Card and Participant Survey data.
- Track all PE hours and Executive team hours, then report total hours to VP Administration.
- Proficiency in Microsoft Word, Excel and PowerPoint is an asset.
- Work to improve efficiency of data collection (collect and keep track of all data biweekly).
- Keeping track of volunteers and data at each session using Qualtrics via mobile access or a written volunteer tracking sheet and event tracking form.

Duties/Responsibilities as a FRESH Executive Member include, but are not limited to:

- Attend all FRESH Executive and PE meetings; be prepared to contribute new ideas, provide feedback, and actively participate in meetings.
- Communicate with Faculty Advisors, Executive Members, and Peer Educators in a timely, respectful manner.
- Participate at least 2-3 FRESH ED presentations per academic year.
- Report PE volunteer hours to the VP Administration in December and April
 - Report to VP FRESH ED, VP Social Media, and all other application VP positions to gather all PE hours
- Maintaining confidentiality of specific aspects of the program's activities.
- Demonstrate:
 - Excellent organizational and leadership skills
 - Advanced communication and interpersonal skills
 - Commitment to the success of the FRESH program and its activities
 - Professionalism
- Support FRESH program by promoting and participating in FRESH ED presentations, social media promotions, and any other FRESH activities.

I have read and understood the position description:

FRESH

Print Full Name

Signature

Date