



Embroiderers' Association of Canada, Inc.  
Association canadienne de broderie, Inc.

## **- TEST STUDENT CO-ORDINATOR - JOB DESCRIPTION**

<b>Function</b>	EAC Appointee position
<b>Length of Commitment</b>	Minimum two-year term, to be extended in two year increments upon Board invitation, but this can be extended as this is an appointment, not an elected position
<b>Duties</b>	<p>Maintain a register list of Test Students who would like to test EAC courses</p> <p>Issue a notice from time to time requesting students who have special interests and skills that we do not have in our listing</p> <p>Send notices to the Communications Director, Atlantic/Pacific Representatives, National Members Appointee</p> <p>Match two or three test students who have expressed an interest in testing the technique in the new course that is being presented</p> <p>Send a letter of invite to each tester</p> <p>Pass the information over to the Course Coordinator and Education Director, when the student group has been formed</p> <p>Work closely with the Course Coordinator as to when course is expected to be completed</p> <p><b>In final term:</b></p> <p>Work with new appointee to learn position for a smooth transition</p>
<b>Time Commitment</b>	<p>This would vary from time to time as members apply to be test students</p> <p>Time for pairing the course with the students</p>
<b>Meetings to Attend</b>	<p>Education online meetings – three times a year</p> <p>Education Meeting at Seminar, optional</p>
<b>Skills Required</b>	<p>Basic computer skills in Word and Excel</p> <p>Friendly and diplomatic</p> <p>Good communication skills</p> <p>Team player</p>

## Skills Developed

## **TEST STUDENT COORDINATOR – TIMELINE**

This work will not have a Timeline other than to be doing the work when the course(s) come to Education and then the pairing up the students to the courses.