



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

TEST STUDENT CO-ORDINATOR JOB DESCRIPTION

Date: 2025-07

Next review date: 2027-03

Type: Assistant

Reports to: Education Director

Term: 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.

Function

Works with the EAC/ACB Education Director, Education Assistant, Project Coordinator, and Registrar

Time Commitment

Varies as members apply to be test students and the number of projects or courses to be tested

Duties

- Maintain a roster of Test Students who would like to test projects and courses; include the techniques they are familiar with and techniques they are interested in learning
- Issue a notice from time to time requesting students who have special interests and skills that we do not have in our listing
- Send notices to the Communications Director, Chapter Director, Individual Director when looking for new Test Students
- Match two or three Test Students who have expressed an interest in testing the technique in the new project or course
- Send a letter of invite to each Test Student
- Submit a report to the Project Coordinator and Education Director when the student group has been formed

- Work closely with the Project Coordinator and Designer as to when the project is expected to be completed and to notify them of any problems or issues with the instructions
- Work closely with the Education Assistant and Designer as to when the TSC is expected to be completed and to notify them of any problems or issues with the instructions
- Inform the Registrar of the Test Student(s) successful completion of the project or course so that it can be noted on their record(s)
- Submit a summary report of activities to the Education Director two weeks prior to the Education meetings

In final term

- Review and update the Test Student Coordinator Job Description
- Work with the Education Director to find a suitable replacement
- Work with new appointee to learn position and ensure a smooth transition
- Notify the Test Students of the transition to a new appointee and confirm their interest in remaining on the roster of test students

Meetings to Attend

Education online meetings – 3-4 times a year

Education Meeting at Seminar, optional and may attend virtually

Skills Required

- Basic computer skills in Word and Excel
- Friendly and diplomatic
- Good communication skills
- Team player

Skills Developed

Knowledge of the project models and the courses in the Technique Study Program

Timeline

This work will not have a Timeline other than to be doing the duties when projects or courses become available to Education and then matching up the students to the project/course.