

## **Faculty Roles**

### **Faculty Chair – Internal**

- Coordinates the internal operations and daily administration of McRae Institute
- Oversees and monitors the programming and budgeting of McRae
- Monitors students' educational progress, in consultation with Convenors and faculty members
- Receives and addresses student concerns
- Liaison and mediator between faculty and students

### **Director, External Relations**

- Represents and promotes McRae Institute to its partners and external stakeholders
- Assists in developing strategic leadership for the Institute
- Develops and implements external events
- Initiates and develops discussions on McRae's growth strategy and potential expansion, in consultation with the Faculty Chair – Internal
- Oversees and develops revenue generating and fundraising initiatives

### **Convenors (LAMP and APMCP)**

- Primary point of contact for LAMP/APMCP students
- Responsibility for communication flow of student issues to faculty members on timely and regular basis
- Coordinate discussions regarding curriculum, methods, plans and relationships for continuous improvement of the program
- Function as the contact point between LAMP/APMCP and the Faculty Chair – Internal
- Assist with the selection process of incoming students
- Assist Director, External Relations in regional-focus events and additional value-added workshops

### **Advisors' Roles**

- Individualize the relationship between the associate and the *McRae Institute*.
- Have a focus at the individual level to ensure that any problems/needs are identified and addressed as quickly as possible.
- Liaise with and give guidance to Associates in preparation for their individual co-op search.
- Review of the associate's progress at the end of the each term
- Co-op search support and providing consultative advice and counsel
- Advising the associate on *McRae*-related issues

### **Staff Roles**

- Acting as the key liaison for the department's incoming and outgoing documents
- Providing information on registration procedures
- Helping faculty get acquainted with College processes
- Keeping records on students
- Acting as a source of information to students & faculty
- Informing students & faculty of events and networking functions
- Communicating and supporting the intake of new applicants to the program
- Coordinating various events and conferences
- Providing accurate information on courses