

Title	MES Standards Manager	Average commitment of 10 hours per week
Reports to	Mind's Eye Society Board of Directors	Approximate compensation 40 National per month
<b>GENERAL DESCRIPTION</b>		
Coordinates creation and grading of MES Standards, allowing dissemination of educational materials for members and officers in MES.		
<b>CORE RESPONSIBILITIES</b>		
<u>Reporting &lt;10%&gt;</u>		
<ul style="list-style-type: none"> <li>• Reports monthly to the Mind's Eye Society Board of Directors (MES BoD) in the specific format provided by the MES BoD.</li> <li>• Reports prestige earned by individual members in Standard grader and writer roles</li> <li>• Confirms prestige earned by individual members in successful completion of MES Standards</li> </ul>		
<u>Content Management &lt;35%&gt;</u>		
<ul style="list-style-type: none"> <li>• Create and maintain MES Standards for all content areas, including but not limited to Membership, Coordinator, Storyteller, and Venue specific standards</li> <li>• Collaborate with NC, NST and Board of Directors in decision-making as to what Standards will be offered and the content of each standard</li> <li>• Creates objective grading criteria for each Standard, to be used by graders</li> <li>• Communicates with NTA to ensure Standards are available in online format for member completion and submission</li> <li>• Responds to questions regarding accuracy of questions and corrects any inconsistencies within the standards</li> </ul>		
<u>Team Oversight &lt;20%&gt;</u>		
<ul style="list-style-type: none"> <li>• Recruits and maintains a team of graders with turnaround time of standard grading of no more than 7 calendar days, with minimal exceptions</li> <li>• Ensures accuracy of grading practices between graders</li> </ul>		
<u>Standards Grading &lt;15%&gt;</u>		
<ul style="list-style-type: none"> <li>• Grades/scores standards submitted by members</li> <li>• Returns correspondence with pass/fail results to members</li> </ul>		
<u>Educational Opportunity Expansion &lt;20%&gt;</u>		
<ul style="list-style-type: none"> <li>• Develop an objective plan to expand MES educational opportunities to include online courses, seminars, club certificate programs and convention presentations</li> </ul>		
<b>WORK EXPERIENCE REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Demonstration of ability to organize and manage educational materials in a text-based format</li> <li>• Experience with leading a team of individuals performing individual tasks consistently</li> <li>• Demonstrated understanding of questions and assessment materials requiring objective responses</li> </ul>		
<b>HIRING PROCEDURE</b>		
<ul style="list-style-type: none"> <li>• Selected from a group of applicants by the MES Board of Directors in a called vote.</li> <li>• Reports to and is removable by a majority vote of the MES Board of Directors</li> <li>• Indefinite term unless removed by the MES Board of Directors</li> </ul>		
<b>COMMUNICATION REQUIREMENTS</b>		

- Ability to return correspondence in general within 72 hours or assign someone to respond if away for an extended period of time.
- Ability to communicate via phone or email with officers and members within 1 week of any known issue
- Must report monthly to the MES Board of Directors and be available for staff calls at least once a quarter.
- Must actively participate in planning and implementation of any MES Standard

**Email contact address:**

**Start Date:**

**Phone contact number:**

**EMPLOYEE STATEMENT**

I acknowledge receipt and review of my assigned job duties. I understand that I may be responsible for other duties as assigned by my supervisor that are not listed here.

MES Standards Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_