

College of Commissioner Science Job Descriptions

Chancellor

Job Description and Responsibilities:

Some councils present both a university of scouting and a college of commissioner of science at the same time and location. Therefore, it is necessary to have an individual who is responsible for the overall programs.

The chancellor is expected to recruit or support the recruitment of deans and other volunteers necessary to accomplish the various tasks to ensure a successful university and college. A team of several people will support the planning and implementation of the event. This ensures that successors are experienced. The chancellor and the professional staff advisor should work closely together.

Other duties could include:

- facilities reservations
- scheduling leadership meetings
- serves as Master of Ceremonies during ceremonies
- ensures that the timelines are met
- sets the schedule for the day of the event, times to report, sign-in format and location, evaluation collection, and check-in procedures

The college might consider the chancellor as the organizer of the non-classroom needs and the deans ensure the success of classroom instruction, verification of degrees, as well as the training of instructors.

Selection Criteria:

- Selected by the council commissioner and endorsed by the council professional advisor
- Has earned a Master's Degree of Commissioner Science, if this is a stand-alone College of Commissioner Science
- Has planned a large event successfully
- Works well under stress
- Collaborates well with volunteers
- Delegates task effectively

Assistant Chancellor

Job Description and Responsibilities:

This person directly supports the activities of the chancellor. They need to have a close working relationship and be prepared to step in if the chancellor cannot complete the assignment. A possible expectation could be that this person is the successor to the chancellor.

Expectations could include:

- Frequent communication with the administrative team
- Responsibility for assignments for some parts of the event planning

College of Commissioner Science Dean

Job Description and Responsibilities:

- Overall responsibility for planning, organizing, coordinating, and managing the establishment and execution of the college
- Responsible for the college program, both instructional and business, if this is only a College of Commissioner Science.
- Prepares the project timeline and the work schedule
- Conducts the meetings of the dean's cabinet or support team
- Acts as the chief administrator of the college
- Selects commissioners as members of his/her staff, mindful of the expectations for a diverse staff
- Select deans for each of the degree programs

Selection Criteria:

- Selected by the council commissioner and endorsed by the council professional advisor
- Has earned a Master's Degree of Commissioner Science.
- Demonstrates the work attributes to successfully complete the assignment
- Demonstrates presentation skills

College Registrar

Job Description and Responsibilities:

- Manages the registration process for the college.
- Works with the degree deans and promotion chair to create an effective and comprehensive registration form.
- Creates a system to track registration, and permanent records of participants' classes completed, and degrees awarded.
- Works with the professional advisor to see that registration forms/links are available at the scouting service center and scout shops (in a format that is easily accessible to the community of Scouters)
- Works with the council technical staff to create a website for the college to include the catalog (if used in your council) and registration forms available online and other promotional announcements and to activate the online registration process in a timely manner.
- Provides registration progress reports weekly to the college dean and others upon request.
- Works with the degree deans and facility chairman to produce the final schedule that shows the times and locations of all the classes.
- *Electronic / Virtual college:* Works with deans and faculty to distribute handouts for each class to participants before the college.
- Provides a registration report to council commissioners whose staff has been invited to this college (if conducting a multiple council college), as requested.
- Provides the program deans and the facilities chair with the number of students registered per course.
- Ensures that all the degree prerequisites have been met (unless that has been assigned to the specific deans).
- Recruits a registration team to help with
 - Preparation of presenter and participants' informational packets
 - Check-in process for presenters and walk-in registration for participants
 - Distribution of any additional materials to the staff and participants
 - Collection of the evaluation forms at the end of the day (who prepares the evaluation)
 - Prepares all diplomas and certificates of participation (unless this has been assigned to specific deans)
 - Prepares information for the college's final report

Selection Criteria:

- Understands the importance of safeguarding student records
- Prior background working with databases or file management systems is desired

Facilities Chair

Job Description and Responsibilities:

- Work with the college dean, council advisor, and council office staff to locate the college venue, including the designation of rooms and spaces, the registration area, the general assembly area, and the dining space.
- Work closely with the registrar, program deans, and ceremonies chairmen to meet their facility needs.
- Work with the food service chairman to locate and set up spaces for a continental breakfast, snacks, and the lunchroom.
- Arrange for an emergency first aid staff member (EMT, nurse, or doctor), if required by the venue.
- Arrange for the electronic equipment needed to support program operations.
- Electronic / Virtual college: Work with the IT manager to choose the appropriate website system to meet the needs of the college.
- Arrange for all non-electronic equipment and services needed to support program operations.
- Arrange for tables and chairs, display boards, and lecterns as needed.
- Needs to recruit an equipment manager and an IT technical manager. Ensure that they will be available throughout the program day.
- Recruit staff members to:
 - Set up the facility on the night before the college is held.
 - Set up the rooms with the necessary electronics to support the webcasts.
 - Prepare and put the necessary signage.
 - Develop facility maps for the registrar and program deans.
 - Provide facility and technical support throughout the day.
 - Provide a cleanup crew following the event.

Selection Criteria:

- Has resources to obtain the necessary materials and electronics
- Has contacts to help locate appropriate facilities
- Is physically fit to move large quantities of furniture and equipment, if needed.
- Has or has access to a work vehicle to transport materials, furniture, and equipment, if needed.

Food Service Chair

Job Description and Responsibilities:

- Works with the registrar to determine the number of students and the amount of food needed.
- Works with the facilities chair to arrange for rooms and space necessary to provide food service.
- Coordinates with a catering service if it is necessary to hire one.
- Plans and provides a continental breakfast, coffee, lunch, and snacks for the college participants determined by the organizing committee
- Provides budgetary estimates on the cost of the food service to the college dean.
- Works with the facility chairman to set up the service areas.
- Ensures that the lunch procedures are carefully planned and communicated to all participants so that all participants can be served in a timely and efficient manner.
- Provides listings of the menu in the food service areas.
- Makes sure that special dietary needs are met (vegetarian, diabetes, gluten-free, specific food allergies, etc.)
- Arrange for adequate staff to prepare and serve the meals as well as clean up after the event.
- Discuss with the caterer, if boxed lunches have a method to hand out meals and a ticket/token system if lunch choice has been pre-registered.

Selection Criteria:

- Has food service experience for large crowds
- Can identify sources for perishable and non-perishable supplies
- Has access to a vehicle to transport materials and food supplies
- Is aware of and follows all state and local food service sanitation laws
- Can plan for all types of dietary needs
- Has organization skills to manage distribution
- Has plans for unexpected events

Instructors

Communication on Consistent Delivery of CCS Curriculum

As facilitators and trainers for this curriculum, we are charged with representing the BSA and delivering this national material.

To stay consistent across the country, the content of the training should be delivered as designed and written. Therefore, the materials are provided in a locked format to support uniformity of content. This ensures the same message is delivered as we provide a unified approach to unit service. Consistent delivery also assures fair reciprocity (the transfer of your class work between colleges of commissioner science in different councils/host groups) in the work toward a degree or award. This consistency is just as important, if not more so, with the challenges of virtual colleges. Collaboratively we can guarantee that the awards and degrees are earned equally across our councils.

Job Description and Responsibilities:

- Work with the deans of the respective degree programs.
- Download national training material from the college of commissioner science webpage. <https://www.scouting.org/commissioners/training/college/>
- Review the national training materials, and practice the teaching methods
- Identify the need for additional materials. (If any)
- Inform the dean of any copies of materials needed for distribution.
- Identify electronic needs for the classroom.
- Determine how to arrange the classroom for the most effective instruction.
- Work with the facility chairman for electrical needs and classroom supplies.
- Participate in instructor meetings and training sessions as scheduled by the dean(s).

NOTE: Please see the suggested guidelines in the “Virtual/Hybrid College” folders.

Click here for: [Planning-a-Virtual-College-of-Commissioner-Science](#)

Click here for: [Hybrid College of Commissioner Science](#)

Selection Criteria:

- Has good teaching, engaging, and communication skills to make the instruction the best possible for the participants.
- An individual with knowledge of the topic, and the course content. This could be a commissioner, professional, or an individual from the community who has a grasp on the subject matter.
- Easily accepts teaching responsibility and understands expectations.

Technology Chair

Job Description and Responsibilities:

Responsibilities of the technology chair include the following:

- Coordinate with the dean(s) of registration and administration to ensure a smooth registration process as well as the effective gathering of attendance and other data.
- Coordinate with the academic deans to ensure the instructors can present their material as if they are experts with the technology.
- Recruit, train, and lead a technology team necessary for a smooth user experience throughout the event.
- Arrange for the electronic equipment needed to support college operations.
- Electronic / Virtual college: choose the appropriate Platform to meet the needs of the college.
- Coordinate with the facility for technical support. Ensure that they will be available throughout the program day.
 - Set up the rooms with the necessary electronics to support presentations and webcasts as needed.
 - Provide technical support throughout the day.
- Report to the chancellor.
- Perform other duties as requested.

Recognition and Ceremonies Chair

Job Description and Responsibilities:

- Work with the council commissioner to ensure that Distinguished Commissioner recognitions are being processed in a timely manner if a presentation of these awards is being planned as part of the closing ceremony
- Plan and conduct the opening and closing ceremonies
- Acts as the master of ceremonies or host for both the opening and closing
- Arrange for guest speakers as well as for other speakers for both the opening and closing ceremonies
- Arrange for speakers if part of the program
- Arrange the placement of static displays for both the opening and closing ceremonies
- Arrange for a scout unit to perform the opening and closing flag ceremonies.
- Arrange for an opening invocation
- Work with the key staff to identify recognition items and /or patches to encourage the participants
- Procure the necessary recognition items and patches
- Arrange for special guest and speaker recognitions
- Arrange with the scout service center to have a trading post operation at the facility
- Work with the registrar to prepare participants' packages
- Assist the program deans with the preparation and distribution of the college awards and degrees
- Coordinates recognitions and patches with the other member councils.
- Arrange for photographic services
- Recruit staff to support the requirements of this job

Selection Criteria:

- Is very creative in developing and conducting ceremonies
- Has good presentation and speaking skills

Publicity and Communications Chair

Job Description and Responsibilities:

- Work with the key staff, staff advisor, and the council office personnel in managing and promoting the college
- Select a promotions and publicity staff
- Develop and implement a creative, effective promotional campaign and plan to encourage strong attendance from each district within the council(s).
- Create static promotional display(s) for the council service center and ensure that this display is present at all applicable commissioner events, including the monthly commissioner meetings at both the council and district levels
- Prepare and submit publicity copy for:
 - Council newsletter and/or print medium
 - A flyer to be distributed to all commissioners as well as have copies at the scout service center
 - A mailing to go out to the surrounding councils
 - Prepare information for the national website:
 - Send the information to both Sean Byrne at sppbks@gmail.com and Hunter Horste at hmhorste@gmail.com
 - Entries are posted as they are received, please allow at least 1 week to get your entry posted.
 - Include: Council Name; Council City and State; Date; Time; Location; website or pdf document where more information can be found; Contact information

Selection Criteria:

- Should have some promotion or publicity experience.
- Possesses good writing skills.
- Possesses a high degree of creativity.