

## **Call for Volunteers**

**Position: Resource Library Coordinator**

**Number of volunteers needed: 2-3**

**Time Commitment:** The volunteer should expect to spend an average of 2-3 hours per week during project implementation (July – September 2018), and then at least 1 hour per week ongoing upon project completion.

**Committee Description:** The Best Practices Committee identifies and researches topics of concern to the ACUA Membership, and issues ACUA Best Practice documents in the form of resource guidelines, articles, white papers, or other documents with the goal of providing useful tools and information.

The Resource Library is a valuable ACUA resource that holds peer-developed audit programs across a myriad of topics, functions, and risks. However, many of the programs in the existing Resource Library are dated and the current structure is not conducive to the best search functionality. Therefore, the ACUA Board has approved the Best Practices Committee to transition the Resource Library from its current location on [the ACUA website](#) to the [Connect ACUA community](#). New volunteers are needed to assist with this project during and after implementation.

### **Task Description:**

The Resource Library Coordinator will assist with the transition of the Resource Library to Connect ACUA. This includes participation in monthly project conference calls and assisting with various tasks as assigned. These tasks will include uploading documents into the Connect ACUA Resource Library, entering hash tags for uploaded documents, scrubbing unnecessary content from documents, assisting with outreach efforts for new content, etc.

Once the Resource Library is live in Connect ACUA, the Resource Library Coordinator will be responsible for logging in and reviewing community content at least once per week to identify new documents for upload. This will ensure the Resource Library stays a valuable and up-to-date resource for all ACUA members' future use.

### **Qualifications:**

- Current ACUA member in good standing
- Familiarity with online message boards
- Willingness to interact with others online

**Expectations:** The Resource Library Coordinator will be expected to meet the time commitment described above and complete tasks as assigned for the Connect ACUA Resource Library transition project. The Resource Library Coordinator will continue in the role post-implementation to assist with maintaining current content in the Resource Library.

**Interested?** Please contact Melanie McQuirter, Best Practices Committee, at [ma18@msstate.edu](mailto:ma18@msstate.edu). Thank you for your consideration!