NASP CONVENTION EXHIBITS COORDINATOR
POSITION DESCRIPTION AND QUALIFICATIONS

Seeking nominees for the role of NASP Convention Exhibits Coordinator on the Convention Committee. Self-nominations are welcome.

The Convention Committee works collaboratively with NASP staff to produce the annual convention. The Exhibits Coordinator role is to communicate with potential exhibitors who want to promote their products or recruit for new hires during the NASP Convention. It is a great opportunity to network with fellow school psychologists and vendors interested in enhancing the professional development of School Psychologists.

Official term will begin July 1, 2026. However, the person chosen to fill this role must be available to overlap with Jeanette Rodriguez, the current Exhibits Coordinator, onsite at the NASP annual convention in Seattle in February 2025 and again onsite at the convention planning meeting in Chicago sometime in spring 2025. Travel expenses are reimbursed in accordance with NASP policy. Additionally, the incoming coordinator must be available throughout the rest of 2024 and the first six months of 2025 to ‘shadow’ Jeanette in various meetings, all correspondence, and other exhibitor-related tasks for purposes of learning and onboarding into the role.

The term is three years with one opportunity to renew for another three-year term.

The committee aligns its operations with the values and strategic goals and initiatives espoused by NASP, including NASP’s commitment to diversity, equity, inclusion, and social justice. All persons interested in this position are encouraged to apply.

Qualifications: You must be a NASP member in good standing and demonstrate such qualities as:

- Dependability and follow-through
- Effective oral and written communication skills
- Skilled collaboration
- Commitment to human diversity, equity, inclusion, social justice, and other NASP values
- Ability to effectively represent NASP exhibits and serve as a contributing member of the full Convention Committee
- Knowledge on using Excel, Google Suite, and Adobe programs.

Essential Position Expectations:

- Frequently check emails to answer questions from Exhibitors regarding the Exhibit Hall
- Work with NASP office staff members to finalize floor plan, booth locations, and services
• Assign booth numbers to interested exhibitors. Monitor and manage the onsite functioning of the Exhibit Hall during the convention
• Troubleshoot any challenges or issues related to exhibits that arise on site
• Train Convention Assistants and security members to monitor for name badges to enter the hall
• Review participant Exhibit Hall evaluations and produce a final report to be included as part of the overall Convention Committee report.

To apply for this position, please, send a resume/CV and a one-page letter of interest outlining your specific experiences related to conference/convention management, particularly in relation to the qualifications and expectations outlined above, to NASP Convention Committee Chairperson Todd A. Savage, at todd.savage@uwrf.edu by February 1, 2024, if possible. The position will remain open until filled.