**Job Description:**

**San Antonio (SA) College/University (C/U) Liaison**

**American Association of University Women**

**(AAUW)**

**Summary: The College/University (C/U) Liaison encourages C/U membership in AAUW and maintains contact with them.**

**Responsibilities: The responsibilities of the Affiliate (C/U) Liaison include:**

* **Sharing Affiliate information with the C/U representatives, including the monthly newsletter.**
* **Sharing AAUW national information with the C/U representatives.**
* **Providing student e-membership information to the C/U representatives.**
* **Sending scholarship information to C/U representatives.**
* **Encouraging the C/U representatives to join the Affiliate and State AAUW.**
* **Convening a committee to contact C/Us who are not members to consider membership and to share contact with existing members.**
* **Submitting information for the Affiliate newsletter.**
* **Monitoring the national Member Services Data (MSD) base for accuracy and inclusiveness.**

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