



Operations Director – Hawk The Vote

Hawk The Vote is seeking a part-time, stipend-paid executive board position for the 2025 calendar year. This position will work in conjunction with the Office of Leadership, Service, and Civic Engagement to organize politically focused events and voter registration drives. Compensation will be a \$3,000 stipend awarded monthly between February 1st, 2025, and January 1st, 2026.

Positions Requirements

1. Must be a current University of Iowa undergraduate student.
2. Will not graduate in Spring 2025 or Fall 2025.
3. Be able to dedicate 5-8 hours per week to a position with Hawk The Vote:
 - a. Attend weekly executive board meetings.
 - b. Complete 1 tabling events per month, excluding May, June, and July.
 - c. Attend all other official Hawk The Vote events at the discretion of the Executive Director.
4. Remain nonpartisan in all official work with Hawk The Vote.

Positions Expectations

1. The Operations Director will serve as the Vice President of the Organization, they will fill in for the Executive Director in the event of their absence.
2. The Operations Director will work alongside the Executive Director to oversee administrative tasks including:
 - a. Developing a fiscal year budget alongside the Executive Director.
 - b. Tracking the budget.
 - c. Submitting all invoices and completing payments in conjunction with the Student Organization Business Office (SOBO).
 - d. Serve as the webmaster for the vote.uiowa.edu website and update the site as needed.
 - e. Updating any operational documents including the constitution and strategic plan.