

Upstate Emerging Leaders United (ELU)

Administrative Coordinator

Commitment Form and Application



Emerging Leaders United (ELU) is a dynamic and diverse group of CNY professionals committed to making a positive impact in their communities through the support of the United Way. ELU provides opportunities for leadership development, networking, and community involvement.

Application Deadline: Thursday, July 3, 2025

The Administrative Coordinator assists the Co-Chairs of the Upstate ELU chapter to ensure that the group's mission and vision are effectively realized on and off campus.

ELU Administrative Coordinator Values:

1. **Commitment to the Mission:** A deep commitment to the mission and values of Upstate, Emerging Leaders United, and the United Way.
2. **Active Participation:** Willingness to actively participate in Upstate ELU meetings, events, and initiatives.
3. **Community Engagement:** A demonstrated passion for community service and the ability to inspire others to get involved.
4. **Administrative Qualities:** Strong organizational skills and attention to detail, with the ability to work collaboratively and effectively within a team.
5. **Professional Experience:** Experience in professional or volunteer roles that contribute to the strategic goals of Upstate and ELU.
6. **Diversity and Inclusion:** A commitment to promoting diversity, equity, and inclusion within the organization and the community.

Administrative Coordinator Member Requirements and Expectations:

1. Be a member of the Upstate Emerging Leaders United of CNY for at least 1 year with active participation in prior ELU events.
2. Minimum one year commitment. This commitment runs from October – October. The anticipated hourly commitment is 3-5 hours per month.
3. Provide administrative support to Upstate ELU Co-Chairs, Chapter, and Sub-Committees:
 - a. **Meetings:** Schedule meetings, send reminders with agenda, and take meeting minutes
 - b. **Communication:** Assist with communications to Upstate ELU members on Teams
 - c. **Upstate ELU Initiatives:** Provide support as needed for Upstate ELU initiatives, events, committees, and projects, including the newsletter
4. Maintain the highest standards of integrity and ethical behavior in all activities related to Upstate, ELU, and the United Way.

Name:

Work Phone Number:

Cell Phone Number:

Department:

Job Title:

Have you been an active Upstate ELU member for at least one year? ☐ Yes ☐ No

Why are you interested in serving as the Administrative Coordinator for Upstate ELU?

Please describe your participation in Upstate ELU events or initiatives to date.

What skills or experiences make you well-suited to provide administrative support (e.g., scheduling, meeting notes, communication)?

What tools or strategies do you use to stay organized and manage multiple tasks or deadlines?

How do you ensure clear and timely communication when working with a team?

Signature: By signing below, I confirm that I understand the responsibilities and expectations of being an Administrative Coordinator of the Upstate ELU committee are committed to fulfilling them.

Signature: _____ Date: _____

Supervisor Approval: By signing below, I consent to the time commitment of this position for my employee:

Name: _____ Department: _____

Signature: _____ Date: _____

Submit your completed application to elu@upstate.edu

Thank you for your interest in joining the Upstate Emerging Leaders United Leadership team.

Together, we can make a lasting impact in our community!