

## Starfish Faculty Lead Job Duties

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### Starfish Faculty Lead Tasks:

- Main Starfish contact person for all faculty
- Advertise and incentivize Starfish usage campus wide
- Hold flex day trainings, department demos, one-on-one or small group workshops, etc.
- Collaborate with faculty on ways to incorporate Starfish into their routines
- Survey faculty users annually to continue updates to the system settings
- Work with the office of Research and Planning to track goals for Starfish usage
- Email monthly Starfish Summary Newsletters, and Starfish awards for faculty and department usage
- Attend Starfish meetings, workshops, and conferences
- Meet with faculty to discuss the goals and needs of students in their course(s)