# EP'22 Members Recruitment

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## Committees Job Description:

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# Multimedia Section

## Media committee

Job description:

- document the events with photos and videos

- create promotional and description videos for each campaign

- photo and video editing

Requirements:

- Good background in photography, photo editing, and videomaking

- Enthusiast with photography and videography and motion graphics

- Commitment

- Teamwork

Skills you will gain:

- How to take perfect shots and photo editing (photography).

- How to build video.

- Lightroom, Premiere, After effects, illustrator, Photoshop.

# Organizational Development Section

## Quality Committee

Job description

- Responsible for preparing any templates of document (feedback form, profiles…. etc.) for any events and sessions
- Help PM in planning
- Analyze any problems facing the organization and find the solutions for them.
- Attend AC rehearsals, provide feedback about it, trying to find alternatives to weak points, and putting lights on strength points
- Responsible for taking and documenting feedback in the session.
- Responsible for organizing, filtering data base of participants
- Responsible for documentation for any event
- Responsible for delivering a report about how the online campaigns are proceeding.
- Responsible to take the feedback from attendees in any event
- Doing a swot analysis for each committee in AC

Requirements:

- have basic skills in excel, word,
- team player
- Takes care of the surrounding details
- Has an inclusive view situation they live/hear?
- Looks on the situation from the outside to develop their opinion.

Skills you will gain:

- Deal with Microsoft word, excel PowerPoint
- Analyze situations, and determine their strengths, and what changes can be made to achieve the goal in the best way possible
- Brain storming for ideas
- Critical thinking
- Problem solving
- Leadership skills

# Academic Section

## MatLab Committee

job description

- Prepare the workshop material (ex. Slides) with the coordination of the head
- Train with collaboration of the head
- Moderate sessions
- Make interviews with the coordination of HR to select the participants
- Organize a final project for the participants with the coordination of head

Requirements

- Basic MATLAB
  1. Matrices and Operators
  2. Functions
  3. Loops
  4. Data Types

Skills you will gain:

- Teamwork.
- Leadership.
- Life management.
- Greater personal growth both in the workplace and mind .
- Improving communication skills.
- Improving presentations skills.