



Cornell Society of Women Engineers 2019-2020 Committee Member Application

Due: Wednesday, September 18th at 11:59pm

Please submit your completed application through [this form](#)!

Welcome to the Society of Women Engineers at Cornell! We are proud to grow our students through our extensive networking, professional development, outreach, and social events. We encourage leadership and teamwork at all levels and provide our members with the opportunity to take on projects with real impact. We could not have the effect on and off campus that we have without our incredible army of chairs and team leaders who ensure our events are executed well and in an impactful way. Thank you for interest in SWE!

**Descriptions of all available positions can be found on the next few pages.
Please read before filling out the application form.**

Please Note:

- There will be a **Mandatory Committee Member Training** the weekend of 9/21-9/22 (exact time TBD, announcements will be made by directors listed for each position).
- All committee members are expected to attend General Body Meetings on the first Monday of every month from 4:30-5:30 pm (locations to be announced via SWEMail and on Facebook).
- Committee members are expected to sign-up for a SWE National Membership. For only \$50, you can get a 5 year Collegiate to Career (C2C) membership that covers all of your undergraduate career as well as the first year after graduation. If purchasing a membership places a financial burden on you or your family, please email the co-Presidents, Catherine Gurecky and Madeline Dubelier (presidents.cornellswe@gmail.com)
- All attendance conflicts should be addressed to your directors once you are assigned a position.

Questions??

Contact the SWE Directors listed under each position

or Contact the SWE co-Presidents:

Catherine Gurecky and Madeline Dubelier (presidents.cornellswe@gmail.com)

Available Committee Member Positions

The following directorships are accepting committee members for the 2019-2020 school year. For more information on all the SWE Directorships, check out our website, Facebook, or Instagram! If you have any questions regarding a specific position, please email the directors listed below.

CAREER DEVELOPMENT

Directors: Rema Topal (rmt233) and Caroline Hanson (cgh64)

Career Development (2-3 Members Needed)

Committee members will help plan and run one of SWE's largest events each semester, the Professional Networking Dinner. This dinner gives students and employers the opportunity to socialize over a meal catered by the Statler Hotel. The committee will be responsible for contacting and interacting with company representatives, coordinating the logistics of the dinner, producing advertising materials, and selling tickets. Committee members may also help develop and plan other smaller professional development events throughout the year targeted to both SWE members and all engineering students. Time Commitment: 20 hrs/semester

COMMUNICATIONS

Directors: Naseem Dabiran (nd378) and Nicole Wang (new45)

Faculty Relations (3-5 Members Needed)

As a Faculty Relations committee member, you will be responsible for planning 2 large scale social events for students to meet faculty. For the spring semester, we will try to do monthly or bi-monthly medium-scale events as well. As the organizer of these events, your responsibilities include: creating invitations and contacting faculty, creating a menu and ordering the dinner, as well as dealing with financial concerns and effectively communicating with the different directorships within SWE. This is ideal for someone who is comfortable and willing to interact with faculty, student leaders, and other staff members, and it is a good opportunity to exercise your project management skills! We are looking for innovative, proactive, organized and team-oriented chairs.

Time Commitment: 2-3 hr/wk

Alumni Relations (3-5 Members Needed)

As an Alumni Relations committee member, you will be responsible for planning student-alumni events during career fair, reunion, homecoming, etc. You will also help with rolling out our Student-Alumni mentorship program. This has previously been an underdeveloped position and is ideal for individuals looking to make a huge impact on SWE. This position requires someone who is very passionate, comfortable interacting with alumni, a team player, organized and proactive.

Time Commitment: 2-3 hr/wk

Design/Newsletter (4-5 Members Needed)

We are looking for dependable, creative members who will help the directors by composing newsletters throughout the semester. Additionally, these individuals will be responsible for helping design the posters, quarter-cards, as well as digital designs to promote SWE events around campus. They should have some experience with design programs. Committee members for the Editorial committee will be determining and producing the content for the newsletter. The newsletter's contents ranges from writing articles about what SWE has done throughout the year, interviewing professors and the general engineering community, and formatted it into an appealing design to distribute and publicize. Committee members will be collaborating with the Social Media and General Publicity teams to help promote SWE and SWE events. We are looking for proactive and organized applicants *Please include a sample of your writing or a small portfolio in your application.*

Time Commitment: 2-3 hrs/week

Social Media (2-3 Members Needed)

As a social media committee member, you will be primarily responsible for helping maintain SWE's Facebook page and Instagram account, and employing these various social media platforms to promote SWE and the organization's events via digital media. One of the responsibilities is working closely with the Corporate Relations and Outreach teams to promote information sessions, any career-related events, and any outreach opportunities on the social media platforms. In addition to CR and Outreach events, committee members will be in charge of promoting General Body Meetings, continuing the weekly Scientist Saturday posts, creating biweekly SWEster spotlight posts, and photographing and publicizing about SWE events that were held. If you are creative, passionate and loves social media, this position is for you!

Time Commitment: 1-2 hrs/week

Webmaster (2-3 Members Needed)

As a webmaster committee member, you will be responsible for maintaining SWE's website. This will involve working on making the website more visually appealing. Additionally committee members will have to update it periodically to reflect changes within the organization. This would include an updated calendar with the organization's general body meetings, outreach events, corporate relations events, and social events. We are looking for proactive, creative applicants who preferably already have a background with web development and some experience with HTML.

Time Commitment: 2-3 hours/week

Fundraising

Directors: Anjali Patel (anp48) and Jaye Ren (jr853)

Fundraising Events Committee (2-3 Members Needed)

The fundraising directorship focuses on raising money to fund the SWE National Conference, as well as the many other events our section holds. We are seeking enthusiastic, creative, and hard-working members to help us brainstorm and organize fundraising events on campus. In the weeks leading up to fundraising events, the time commitment will be about 1 hour a week. Otherwise, we will hold meetings as seen fit. This position is very important to SWE as a whole, so we are looking for students who will honor this commitment.

Time Commitment: 1 hr/week

Grants Committee (2-3 Members Needed)

The fundraising directorship focuses on raising money to fund the SWE National Conference, as well as the many other events our section holds. One of our club's main sources of income is grants. Committee members will be responsible for reaching out to company sponsors throughout the year to form partnerships, and find new grant opportunities. This position is very important to SWE as a whole, so we are looking for students who will honor this commitment.

Time Commitment: 1 hr/week

Outreach

Directors: Tracy Goldman (tag96) and Caroline Waksmunski (cqW2)

Girl Scout Day: Brownie (3-5 Members Needed)

Members of this committee are responsible for planning two one-day events for local Brownie Girl Scout Troops. Committee is responsible for choosing a badge, planning the associated activities, working with local Girl Scout coordinator, reaching out to local GS troops, coordinating volunteers, and running the event on the day of.

Time Commitment: 20 hrs/semester

Girl Scout Day: Junior (3-5 Members Needed)

Members of this committee are responsible for planning two one-day events for local Junior Girl Scout Troops. Committee is responsible for choosing a badge, planning the associated activities, working with local Girl Scout coordinator, reaching out to local GS troops, coordinating volunteers, and running the event on the day of.

Time Commitment: 20 hrs/semester

Girl Scout Day: Cadette (3-5 Members Needed)

Members of this committee are responsible for planning two one-day events for local Cadette Girl Scout Troops. Committee is responsible for choosing a badge, planning the associated activities, working with local Girl Scout coordinator, reaching out to local GS troops, coordinating volunteers, and running the event on the day of.

Time Commitment: 20 hrs/semester

Community Outreach (5-6 Members Needed)

Members of this committee are responsible for coordinating a series of one-day volunteer events throughout the year. Committee will work with SWE and other engineering organizations to coordinate a variety of events. Events include activities at the Ithaca Sciencenter, STEM events at the public library, Into the Streets, working with Habitat for Humanity, etc. This committee is also encouraged to look for new outreach opportunities with Cornell and the greater Ithaca community.

Time Commitment: 20 hrs fall/30 hrs spring

Elementary School Outreach (3-5 Members Needed)

Members of this committee are responsible for designing interesting, hands-on projects and coordinating volunteers to go to local elementary schools after school or during classroom time to teach children about engineering and science. This committee is also responsible for coordinating SWENext K-12 initiatives at the local elementary schools.

Time Commitment: 15 hrs/semester

Middle School Outreach (3-5 Members Needed)

Members of this committee are responsible for designing interesting, hands-on projects and coordinating volunteers to go to local middle schools after school or during classroom time to teach children about engineering and science. This committee is also responsible for coordinating SWENext K-12 initiatives at the local middle schools

Time Commitment: 15 hrs/semester

High School Outreach (4-6 Members Needed)

Members of this committee are responsible for planning events for the high school mentorship program. Activities throughout the year are meant to introduce high school women to STEM majors and instill an interest in becoming involved in STEM activities. Committee will organize Cornell research lab visits, panels, and hands-on activities. This committee is also responsible for coordinating SWENext K-12 initiatives at the local high schools.

Time Commitment: 15 hrs fall/20 hrs spring

DiverSWETy (3-5 Members Needed)

This committee is part of SWE's initiative to welcome members from all backgrounds and identities. This includes the ongoing HeForSWE initiative, a nationwide movement to include male students in SWE as active participants in our organization's activities, as well as initiatives to further support students from all gender identities and other underrepresented backgrounds. Members of this committee will help design programming to promote the goal of a supportive and inclusive environment for all engineering students. Events may include photo campaigns, ice-skating socials, activities during g-body meetings that attract students from all backgrounds, etc.

Time Commitment: 15 hrs/semester

Prospective Student Outreach (3-5 Members Needed)

Members of this committee will communicate with Engineering Admissions and plan exciting SWE events for visiting and newly accepted students in the College of Engineering. Such events would include postcard writing sessions, communicating through emails with potential students, and helping organize Women in Engineering Day. If you have volunteered or attended Women in Engineering Day, you would be a great candidate for a committee member!

Time Commitment: 10 hrs fall/30 hrs spring

Student Services

Directors: Sarah Steiner (ss2867) and Erica Lee (el559)

Student Services focuses on connecting SWE members, facilitating social events, and integrating SWE into the greater Cornell and Ithaca communities. The directorship is responsible for organizing general body meetings, apparel sales, and the internal mentorship program. In conjunction with the other directorships, Student Services aims to support women so they can excel academically and professionally in STEM fields.

General Body Meeting Committee (2 Members Needed)

Committee members are responsible for helping directors organize monthly meetings by communicating with professors, companies, graduate students, etc. to speak, deciding what food to serve during meetings, and creating attendance logs.

Time Commitment: 1 hr/week

Mentorship Committee (1 Member Needed)

Committee members are responsible for running the internal mentorship program that matches underclassmen with upperclassmen with similar academic interests. They will plan fun events through which mentors/mentees can get to know each other.

Time Commitment: 0.5 hr/week

Social Committee (4 Members Needed)

Committee members are responsible for planning arts and crafts, movie nights, and other fun events. One major goal for this committee is to work with the External Relations Coordinators to organize events with other Diversity Programs in Engineering to create a greater sense of community within the College of Engineering.

Time Commitment: 1 hr/week