



Cornell University Section

2017-2018 CHAIR APPLICATION

DUE WEDNESDAY, SEPTEMBER 13TH AT 11:59PM

Please submit your completed application, titled lastname_firstname_chairapp to presidents.cornellswe@gmail.com with subject line: Lastname_ChairApp

Please Note:

- There will be a **Mandatory Chairs Training** for all chairs on Sunday, September 24th from 10am-12pm.
- All chairs are expected to attend General Body Meetings, held the first Monday of every month from 4:30-6pm.
- Chairs are also expected to attend monthly directorship meetings

All conflicts should be addressed to the SWE Presidents: presidents.cornellswe@gmail.com

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 loyal army of chairs, a team of leaders and team members who ensure or events are executed well and in an impactful way. Thank you for interest in SWE!

PERSONAL INFORMATION

Full Name: _____

Email (please include @cornell.edu): _____

Phone Number: _____

Major: _____

Graduation Year: _____

Student ID#: _____

Campus Address:

QUESTIONS:

1. Do you have any experience with SWE? Please talk about any events you have been involved in.

2. Why do you want to be a SWE chair?



3. Please pick one word to describe yourself.
4. Please describe any leadership experience you may have.
5. Why do you think you would make an effective SWE chair?

6. What ideas do you have for the position(s) to which you are applying?

7. Feel free to add any additional information or comments in the space below to describe your qualifications or ideas. Please address positions specific questions to the Directors responsible, listed at the top of each directorship. All other questions can be addressed to the presidents, Lauren (lek89) and Katherine (kat86).

Rank	Chair Position	Directorship
1		
2		
3		
4		
5		

Apply for as few/many positions as you like! Please note that Corporate Relations Liaisons require a separate application – you can be BOTH a chair and a liaison!!

The Society of Women Engineers at Cornell is comprised of 8 directorships:

Communications

Directors: Rebecca Liu (rl1249) and Cynthia Tu (st638)

The Communications Directorship serves as a bridge between SWE and the greater Cornell community. We keep members of SWE and Cornell students and staff connected and up to date by hosting events such as the Faculty Student Dinner and creating media content such as the SWE magazine. We also seek to improve relations with faculty and alumni alike, and aim to create a strong, supportive SWE presence at Cornell.

The primary role of the Communications Directorship is to publicize major engineering events occurring at Cornell, such as our Professional Networking Dinners and company Tech Talks, and much more.

Career Development

Directors: Jo Song (ys449) and Lillyan Pan (ldp54)

Career Development works to organize the semiannual SWE Professional Networking Dinner. The dinner is hosted in the Statler Hotel ballroom the night before Career Fair, and provides Cornell students with the opportunity to speak with representatives from companies who are at the forefront of their industries. We believe the students here have very bright futures and hope to help students build valuable connections.

Conference

Directors: Emily Cheng (erc77) and Joyce Cao (jc2649)

The Conference Directorship is comprised of two SWE members who have prior experience with SWE conferences. The Conference directors are responsible for booking the flights, ground transportation, hotels, and organizing alumni events for the conference, as well as making sure all participants are registered in time. The Conference directors work closely with the Finance Directorship to ensure that trip expenses fall within the allotted budget. Through the work of our Conference Directorship, our members can take advantage of the seminars, career fairs, and development sessions provided by National SWE.

Corporate Relations

Directors: Cindy Lim (csl96), Shanee Lu (sl2363), Yujin Hur (yh586) and Nihar Sidhu (ns625)

The Corporate Relations directorship is responsible for successfully running company information sessions and events. The Corporate Relations directors communicate with company representatives and facilitate their promotion on campus, establishing positive relationships with SWE and providing SWE members with career opportunities. The Corporate Relations Team is also responsible for donations and funding, which enable SWE to provide social events and workshops throughout the year.

Finance

Directors: Leah Forrest (lfm232) and Shailaja Humane (sh2224)

The SWE finance directorship manages budgets and accounts for all of Cornell SWE's directorships. Our directorship creates semesterly budgets for all events, orders food and supplies and processes reimbursements.

We also work closely with the conference directorship to send members to the national and regional SWE conferences. We maintain a close relationship with Cornell Finance and DPE to provide accurate information about our financial records.

Fundraising

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

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 FIVE enthusiastic, creative, and hard-working chairs to help us brainstorm, organize, and host the fundraising events on campus. Chairs will also help sell SWE apparel during monthly General Body (GBody) meetings, and contact companies who would like to sponsor SWE. The time commitment will vary throughout the year, but will typically be around 1 hour per week. Additionally, we will hold monthly meetings to check up on the progress made within the fundraising directorship. This position is very important to SWE as a whole, so we are looking for students who will honor this commitment!

Outreach

Directors: Haley Antoine (hla37) and Madeline Dubelier (mrd237)

SWE Outreach strives to bring STEM education and awareness to individuals of all ages throughout Cornell and the greater Ithaca community. By partnering with international organizations such as FIRST Robotics and the Girl Scouts of America, we hope to influence a diverse audience of young people, parents, teachers, and mentors to peak and sustain their interest in STEM. On campus, we strive to attain a college-wide awareness of the challenges underrepresented minorities face in STEM, taking steps toward racial and gender parity by leveraging connections with other Diversity Programs in Engineering organizations.

Student Services

Directors: Liz Pizzonia (ep467) 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.

Six of our 8 directorships will be accepting chairs for the 2017-2018 year: open positions are detailed on the following pages. Please address any position-specific questions to the directors listed. All other questions and concerns may be addressed to the presidents Lauren (lek89) and Katherine (kat86). Please note that Corporate Liaisons require a separate application. You can be both a chair and a liaison.

OPEN POSITIONS BY DIRECTORSHIP

COMMUNICATIONS

Rebecca Liu (rl1249) and Cynthia Tu (st638)

Note: Communications Chair positions will be very fluid, and we would love it if you would like to jump in and help plan or design an event that your group is not directly in charge of!

Alumni Relations (4 total): Chairs will be responsible for networking with alumni, planning and executing student-alumni events during occasions such as the career fair, reunions, lunches, etc., updating a database of alumni, and creating a student-alumni networking and communications interface with a mentoring program. This has previously been an underdeveloped position and is ideal for individuals looking to make a huge impact on SWE. You will be working closely with the Communications directors, the Office of Alumni Affairs, and of course, alumni. This position is ideal for gaining experience in creating innovative event ideas and making these ideas come to life! This position requires someone who is very passionate, comfortable interacting with alumni, a team player, organized and proactive. (2-3 hrs/week)

Faculty Relations (4 total): Chairs will be responsible for planning one large-scale social event per semester with the engineering faculty and students to enhance student-faculty interaction. As the organizer of this event, your responsibilities include: finding and confirming a reservation for a venue, 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. (2-3 hrs/week)

General Publicity/Design (4 total): We are looking for very dependable and creative chairs to add to our General Publicity Team. These chairs will work together closely to promote SWE events effectively on campus by creating designs for posters/quarter-cards/cover photos for social media. Another main responsibility is to go around campus poster, quarter-carding, chalking and making invitations, etc. Each publicity chair will lead the publicity of specific events by coming up with creative ideas, but all chairs will still work as a team for door-to-door publicity of major events. If you like design, art and/or marketing, this may be the position for you! (although of course no art or design experience/skill necessary). This position is extremely important to Public Relations, so we are looking for innovative students who will honor their commitment throughout the year. (2-3 hrs/week)

SWE Magazine/Bulletin (4-5 total): We are looking for dependable, creative chairs who will help the directors by composing a semesterly Magazine. In addition, these chairs are responsible for updating and decorating the bulletin board outside the SWE office, as well as regularly checking event details our online calendar with appropriate directors.

We are looking for chairs to make up the Design committee and chairs to make up the Editorial Committee. Chairs for the Design committee will be determining the layout for the newsletter and the bulletin board. They should have some experience with design programs. Chairs for the Editorial committee will be determining and producing the content for the newsletter. They will be collaborating with the Photography and Social Media Teams primarily to help promote SWE and SWE events, and reflect on all the events SWE has had at the end of the year!

We are looking for proactive and organized applicants (2-3 hrs/week)

*Please include a sample of your writing or a small portfolio in your application. *

Photography (2 total): We are looking for chairs who will aid the existing photography and social networking chairs in their respective duties. As a photography chair, you will be responsible for dividing up major SWE events (Professional Networking Dinner, Faculty Dinner, Outreach events, etc.) with your co-chair to take pictures at. If you are creative and/or are a good photographer, are technology savvy or enjoy working with social media, this position may be ideal for you. Having a digital camera is a plus but not required. (1-2 hrs/week)

Social Media/Web (2-3 total): As a social media chair, you will be responsible for helping maintain SWE's website, Facebook page, Instagram account, and employing these various social medias to promote SWE and the organization's events. One of the main responsibilities is working closely with the Corporate Relations team to promote information sessions and any career-related events on the social media platforms. If you are creative, passionate and loves social media, this position is for you! (1-2 hrs/week)

CAREER DEVELOPMENT (CD)

Lillyan Pan (ldp54) and Jo Song (ys449)

Career Development Chairs (2-3): Chairs 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. Chairs will be responsible for contacting and interacting with company representatives, coordinating the logistics of the dinner, producing advertising materials, and selling tickets. Chairs may also help develop and plan other smaller professional development events throughout the year targeted to both SWE members and all engineering students. (Fall semester - 20 hours, Spring semester - 20 hours)

FUNDRAISING

Anjali Patel (anp48) and Jaye Ren (jr853)

Fundraising Chairs (5): Chairs will help in organizing and hosting fundraising events on campus, reaching out to companies for sponsorship opportunities, and help in selling SWE apparel at the monthly Gbody meetings. Chairs are needed in both fall and spring semesters; hours will vary slightly throughout the year, but will typically be around 1 hour per week.

OUTREACH

Haley Antoine (hla37) and Madeline Dubelier (mrd237)

****Time commitments for these positions entail meetings with other committee members and directors, shopping for supplies, and volunteering on the day of the event****

WIE Coordinator (1): For chairs with previous experience and looking to expand leadership role within SWE. Responsible for working with SWE Outreach Directors and Engineering Admissions to plan the spring Women in Engineering Day. (~60+ hours Spring Semester)

Community Outreach Coordinator (1): For chairs with previous outreach experience and looking to expand leadership role within SWE. Community Outreach Coordinator will work closely with Girl Scout Day, Community Outreach Committees, and Campus Outreach liaisons. (~60+ hours over Fall and Spring Semester)

Girl Scout Day Chairs (4): Chairs on this committee are responsible for planning two one-day events for local Girl Scouts. Committee is responsible for choosing a badge, planning the associated activities, working with local Girl Scout coordinator, reach out to local GS troops, coordinate volunteers, and run the event on the day of. (Fall Semester: ~30 hours, Spring Semester: ~30 hours)

Community Outreach Event Chairs (4): Chairs on this committee are responsible for coordinating a series of one-day events throughout the year. Committee will work with SWE and other engineering organization to coordinate a variety of events. Events include activities at Ithaca Sciencenter, Engineering Day at the Mall, Chemical and Biological Engineering Women's Graduate Outreach Group event, and Tau Beta Pi's Engineering Fair. This committee is also encouraged to look for new outreach opportunities with Cornell and greater Ithaca community. (Fall Semester: ~15 hours, Spring Semester: ~25 hours)

Expanding Your Horizons (4): Chairs on this committee are responsible for creating a proposal for a hands-on STEM workshop for middle school girls. If the proposal is approved, chairs will finalize and coordinate the activity for a one-day event in the spring. (Fall Semester: ~10 hours, if activity is approved, chairs will continue in the Spring Semester: ~30 hours)

Elementary/Middle School Outreach (4): Chairs on this committee are responsible for designing interesting, hand-on projects and coordinating volunteers to go to local elementary/middle schools after school or during classroom time to teach children about engineering and science. (Fall Semester: ~20 hours, Spring Semester: ~20 hours)

High School Outreach (4): Chairs on 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. Applicants should have an interest in working closely with high school students (Fall Semester: ~20 hours, Spring Semester: ~20 hours)

FIRST Robotics Chairs (4): Chairs on this committee are responsible for working closely with the Ithaca High School FIRST Robotics Competition Team. Chairs will serve as mentors to the team--helping them prepare for competitions, introducing them to STEM majors and careers, and assisting them with their own outreach events. Chairs will co-host and plan a STEM conference for local middle school and high school girls in the Fall Semester. (Fall Semester: ~20 hours, Spring Semester: ~20 hours)

HeForSWE Coordinator (1): HeForSWE is a nationwide movement to include male students in SWE as participants in activities as well as active members in SWE. This position is new this year, so the HeForSWE coordinator will work with SWE Directors to help design

programming to promote the goal of supportive and inclusive environment for all engineering students. (Fall Semester: ~10 hours, Spring Semester: ~10 hours)

STUDENT SERVICES

Liz Pizzonia (ep467) and Erica Lee (el559)

Membership Chair (2): Maintain attendance records from General Body meetings, networking events, and volunteer opportunities, and help promote membership growth

Who you are: Love spreadsheets, people, and making SWE members more dedicated and growing in number!

Mentorship Chair(2): Help directors establish a new program for mentorship, and connect with Membership Chairs in order to keep track of the attendance for mentorship events/ pairs that communicate outside of planned events. Match under- and upperclassmen together to create mentor/mentee pairs, and plan fun events that will help mentors and mentees bond!

Who you are: Love meeting new people (especially freshman), planning events (and going to them!), and helping new SWE members find their place at Cornell!

Social Chair(2): Help plan social events for SWE members throughout the year, and help directors (and the directorship as a whole, it's a team effort!) create awesome apparel to show off our passion for SWE! Connect with Membership Chairs in order to keep track of attendance of social events

Who you are: Love creating fun events for everyone in SWE and want to help design some great apparel!!

General Body Meeting Chairs (2): Help directors plan monthly general body meetings, and communicate with professors, companies, graduate students, etc. to come and give a talk during the G-body, and decide what food we get during meetings!

Who you are: Love reaching out to professors/companies and willing to form relationships that SWE can benefit from in years to come!

CORPORATE RELATIONS Cindy Lim (csl96), Shanee Lu (sl2363), Yujin Hur (yh586) and Nihar Sidhu (ns625)

Corporate Relations Chair (public relations branch), 1 open, Fall-Spring 2017

Commitment: 2-3 hours/week around career fair time

Role: The role of Corporate Relations Chair is to distribute work with the Corporate Relations directors by contacting recruiters and company representatives, publicizing events (coordinating with PR team and ensuring members are notified well in advance), and organizing food, rooms, and anything else that is needed.

Operations Manager (1 position): Responsible for keeping track of the inventory usage, purchasing supplies, products, and materials for information sessions, and finances of purchases. Establish spreadsheets and record supplies usage at info session and expenses for purchases. Manage invoices and accounting information from companies and info sessions and assist auditing all accounting works at the end of the semester, assisting E-shop food-ordering process. Strong organizational and finance management skills preferred.

Liaison (30 positions): Do you want to learn how to communicate professionally with company recruiters? Do you like networking opportunities and free food? Apply to be a SWE Corporate Relations Liaison! The role of a liaison is to help make company information sessions run smoothly. You kill two birds with one stone by getting your \$20 member reimbursement while developing yourself professionally and practicing talking to recruiters. Liaisons are responsible for setting up rooms and ensuring company representatives and attendees are present on the day of the event. Each session generally requires about two hours total, and you need to complete a minimum of four info sessions in the fall and two in the spring for your reimbursement. That's only a maximum of eight hours of your time per semester. Be active and become a liaison!