Cornell Society of Women Engineers



**CHAIR POSITIONS AVAILABLE FOR 2014-2015**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

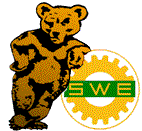
Campus Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_ Student ID # \_\_\_\_\_\_\_\_\_\_

\*\*\*\*\* MANDATORY CHAIRS’ TRAINING: SATURDAY, SEPT. 13 @ 2pm \*\*\*\*\*

QUESTIONS:

1. Have you ever been involved in a SWE event in the past? If so, which ones?
2. Describe any other organizational or leadership experience you may have. Also, list other activities you are involved in this year.



1. What ideas do you have to improve the activities for which you are applying? Explain plans for new projects, designs, or organization.
2. Feel free to add any additional information or comments in the space below to describe your qualifications or ideas. If you have questions about any of the positions, contact the Directors or Presidents, Ashley (ayz7) and Brittany (bw372).

Enter as few/many positions as you like (except Corporate Relations):

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| --- | --- |
| **Rank** | **Chair Position**  Application Deadline is Tuesday, Sept. 9th @ 11:59 PM!  Place in folder labeled “Completed Applications” located outside the SWE Office (162 Olin Hall)  OR  E-mail your application to Brittany (bw372@cornell.edu)  Thank You! |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

***\* Note:*** *You can be both a chair and a liaison!* **OUTREACH**         Melissa Hamada <msh276>

*Note: For events which have most of their work takes place in only one semester, chairs may be away due to co-op, study abroad, etc. during the less critical semester. Chairs may also hold positions in two different events when one event is active in the fall semester and the other works during spring.*

**Outreach Coordinators:** Co-chairs with previous Outreach experience who will oversee committee meetings to coordinate and plan various Outreach events. Will act a liaison between directors and committees and will give guidance to chairs. Should have an interest in expanding leadership role within SWE Outreach.

(1 to 2 semesters - 50 hours per semester)

* **Overnight:** Should have experience with planning an overnight event and will work closely with Fall and Spring WIE Weekend committees.
* **Community Outreach:** Should have community outreach experience and will work closely with Girl Scout Day, Community Outreach Committees, and Campus Outreach Liaisons.

**Women in Engineering Weekend Chairs (WIE Weekend):** Co-chairs work closely with Engineering Admissions, Diversity Programs in Engineering, and the Outreach Directors to coordinate two events in September: the College Bound Women in Engineering Weekend (CBWIE), an overnight hosting event for first generation college students, and the Women in Engineering Preview Program (WiePP), a one day event for women. Will lead volunteer recruitment for registration, tours (collaborating with Engineering Ambassadors), panelists, overnight hosts, social events, and lab escorts. Will attend weekly meetings.  (Fall semester – 20 hours)

**Spring Women in Engineering Weekend Chairs (WIE Weekend):** Co-chairs to work closely with Engineering Admissions and the Outreach Directors to coordinate a weekend for women who have been accepted into the College of Engineering. Will recruit hosts for overnight stay, invite speakers, arrange entertainment, and handle dining needs. Will attend bi-weekly to weekly meetings led by Overnight Outreach Coordinators. (Mostly spring semester - total commitment of 60 hours, concentrated around the event weekend)

**Girl Scout Day Chairs (GS Day):** Co-chairs will help coordinate a one-day event to help local girl scouts earn a badge. Will choose/coordinate badge activities, contact local Girl Scout troops, and coordinate volunteers. (Fall semester - 30 hours, Spring semester - 30 hours)

**Community Outreach Event Chairs:** Co-chairs responsible for coordinating a series of one-day events throughout the year. Will conduct outreach events both within SWE and with other engineering organizations by designing activities for all ages. Will coordinate volunteers and run activities at the Ithaca Sciencenter, the Jr. FIRST Lego League event, Engineering Day at the Mall, Chemical and Biological Engineering (CBE) Women's Graduate Outreach Group event, and Tau Beta Pi’s Engineering Fair. Will also explore opportunities to work with Encouraging Young Engineers and Scientists (EYES), and Sister2Sister. (Fall Semester - 15 hours, Spring Semester - 25 hours)

**Expanding Your Horizons (EYH):** Co-chairs will create a proposal for a hands-on workshop for middle school girls. If the proposal is approved, chairs will finalize and coordinate activity for a one-day event. (Both semesters - Fall 10 hours, Spring 30 hours (if approved))

**Program Chairs:** Two co-chairs to coordinate SWE’s participation and act as liaisons for the Habitat for Humanity of Tompkins County Women Build program, Student Teacher Outreach Mentorship Program (STOMP), and Lights Off! Cornell. Will lead volunteer recruitment in Women Builds, and STOMP’s weekly visits. (Both semesters - 15 hours in the fall, 15 hours in the spring)

**Elementary/Middle School Outreach:** Co-chairs needed to design interesting, hands-on projects and coordinate volunteers to go to local elementary/middle schools during the fall study week to teach children about engineering and science. (Fall semester – 20 hours)

**High School Outreach:** Co-chairs plan monthly events for the high school mentorship program. Activities are held in the Fall and Spring semester designed to introduce high school women to the various science and engineering majors. Chairs will organize lab visits, panels and hands-on-activities. Will also collaborate with current high school students. (Both semesters – 30 hours in Fall, 30 hours in Spring)

**Winter Outreach Committee:** Co-Chairs work closely with Outreach Directors and student leaders from other DPE professional organizations to plan visits to high schools in order to introduce students to opportunities in engineering and possible career paths. Current Cornell students will give a short presentation to their alma mater high school and create a forum to facilitate further discussion and continued pursuit in engineering. (Both semesters – 30 hours in Fall, 30 hours in Spring)

**Technology Student Association (TSA) Tests of Engineering Aptitude, Mathematics, and Science (TEAMS):** TEAMS (formerly known as JETs) brings regional high school student teams to campus, where they apply their math and science skills to an engineering issue. Chairs will be expected to coordinate with schools, plan event logistics and volunteers, publicize the event, and communicate with the TSA organization. (Mostly spring semester, total commitment of 30-40 hours)

**Publicity Chair:** Chair(s) will be responsible for attending SWE Outreach events and taking photos, managing photos with Public Relations chairs and through the on-line SWE Flickr account, and assist with writing and coordinating event blurbs for General Body meetings. (Up to 15 hours per semester, both fall and spring semester)

**PUBLIC RELATIONS** **(PR)** Ellen Chuang (esc73) and Jennifer Qian (jq42)

**Alumni Relations Team (3)**: We are looking for three chairs to be responsible for networking with alumni, planning and executing student-alumni events during occasions such as career fair, reunion etc. and updating a database of alumni. 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 PR directors and the Office of Alumni Affairs. This position requires someone who is very passionate, comfortable interacting with alumni, a team player, and proactive.  (4-5 hours/week)

**SWE Junior Webmasters (1)**: Webmasters maintain and update the Cornell SWE website. **This is a two-year position.** Next year, the Junior chair will become the Senior Webmaster for SWE, opening a position for the next Junior Webmaster. Prior web design experience is a plus, but not required.  (0-1 hours/week)

**Events Organizer Chair (1)**: The events organizer chair will maintain SWE’s online and bulletin calendar. The chair is 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 proactive, organized applicants (1-2 hours/week)

**FUNDRAISING** Michelle Ma (mhm249) and Xinran Pan (xp33)

**Fundraising Chairs (5):** The fundraising directorship focuses on raising money to fund the SWE National Conference, as well as the many other events that our chapter holds. We are seeking FIVE enthusiastic, creative, and hard-working chairs to help us brainstorm and organize fundraising events on campus. In the weeks leading up to our events, the time commitment will be about 2 hours a week. Otherwise, we will hold monthly meetings. This position is very important to SWE as a whole, so we are looking for students who will honor this commitment.

**Apparel (3 chairs):** These chairs would be responsible for selling and organizing SWE apparel. Time commitment would include being present at all Gbody meetings (4:30-5:30PM on the first Wednesday of every month) to sell shirts and about an hour each month prior to the each meeting. Other responsibilities involve keeping track of the inventory and money earned from sales.  We are looking for creative chairs who can help us with new designs!

**STUDENT SERVICES** Ruhani Arya (ra467) and Zheyuan Shan (zs89)

**Big/Little (3):** You will be planning about one fun get-together a month for all the Big and Little sisters (a family of 1-2 bigs and 3-4 littles) to meet up. It’s not necessary to be a Big or a Little yourself. The type of event you plan is up to you, but we always recommend food!

**General Body (4):** General Body chairs will be responsible for setting up tables, food, and any other equipment for the Gbody meetings. Time commitment would about two hours (from 4~6PM) at every monthly Gbody meeting (for set up and clean up) as well as a couple hours each month helping plan for each meeting and shopping for food. Tasks would include deciding on a theme, social activity and food options for each Gbody. Please make sure you do not have class or other commitments during this time.

**Socials (4):** Calling all who like to plan events! These chairs would be responsible for deciding on social activities for SWE (Welcome picnic, coffee breaks and Breakfast for dinner) and making sure those events come through. Time commitment would depend on the extensiveness of the activity (~ 5 hours per activity) and we hope to host 2 activities per semester. There will also be a few regular small events, such as coffee breaks before prelims, that will need a couple hours of preparation in advance.

**CAREER DEVELOPMENT (CD)** Christy Matthews (cjm337) and Huma Haider (shh82)

**Career Development Chair:** 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 plan other smaller events throughout the year. (Fall semester - 20 hours, Spring semester - 20 hours)

**CORPORATE RELATIONS (CR)** Linda Zheng (lyz5), Andrea Plat (ap654), Vivian Liu (vwl9) and Katharina Fung (kf259)

*\*You can serve both as a liaison and hold a chair position in a different directorship.*

*\*\*You must apply for Liaison on a* ***separate application****, which will be due earlier.*

**Liaison (>50 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. 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!