



# **EP'22 MEMBERS RECRUITMENT**

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**COMMITTEES JOB  
DESCRIPTION:**

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# 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.

# IT Section

## Data Science Committee

### job description

- Take training in data science and data analysis.
- Using organization data, clean it, and make reports and recommendations.
- Help other technical committees to set up needed data to analyze it.
- Building a model at the end of the season to predict good members based on their personalities.
- Give sessions to participants in data science.

### Requirements

- Good in using python and has good skills in problem-solving.
- Using python libraries like pandas and NumPy to manipulate data.
- Using libraries like matplotlib and seaborn to visualize data (Optional).
- Have a decent statistical background (Optional).
- Good at implement machine learning models (Optional).

### Skills you will gain:

- Ability to manipulate and clean data using pandas.
- Using visualization libraries to make reports and get insights from data.
- Gain leadership skills and presentation skills.
- Using machine learning models to predict results according to the behavior of data.
- Can give recommendations using data.

# **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