**NUS Mathematics Society 33rd Management Committee**

**Application Form**

1. **A brief introduction to NUS Mathematics Society**

You can have a look at [our website](http://nusmathsoc.org/) and [Facebook page](https://www.facebook.com/nuscoolestsociety).

You can refer to the PowerPoint slides under the Tag: About Us.

1. **Application Information**
   1. Management Committee Positions

The following Management Committee positions are available for application:

* Project Director
* Assistant Project Director
* Publicity Director
* Public Relations Officer
* Ordinary Member

**\***You may refer to the **Appendix** for a description of the job scope of each of the positions available for application.

* 1. Sub-Committees

The following Sub-Committees are available for application:

* LaTeXify Sub-Committee (Writing Past-Year-Paper Solutions of Math Modules)
* Quantitative Finance Sub-Committee
  1. Interview

The interview period is from 14th to 29th August. All shortlisted applicants will be contacted via email to go through a brief interview.

1. **Personal Information**

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| --- | --- |
| Name (underline surname): |  |
| Matriculation Number: |  |
| Faculty: |  |
| Course/Major: |  |
| Year of Study: |  |
| Personal E-Mail Address: |  |
| Contact Number: |  |
| Date of Birth (DD/MM/YY): |  |
| Nationality: |  |
| Name of JC/High School (or equivalent): |  |
| Name of Secondary/Middle School: |  |

1. **Management Committee Positions and Sub-Committees**
   1. Management Committee Positions

Please rank your preferences (up to a maximum of 3) for the Management Committee Positions (excluding Ordinary Member) that you would like to run for. If you do not have any, please leave it blank.

|  |  |
| --- | --- |
| First Choice |  |
| Second Choice |  |
| Third Choice |  |

* 1. Sub-Committees

You will join our Main Committee by default. In addition, if you are also considering joining the Sub-Committees as an Ordinary Member, please indicate your preferences in the following fields. If you do not have any, please leave it blank.

|  |  |
| --- | --- |
| First Choice |  |
| Second Choice |  |

1. **Application Questions**
2. In no more than 250 words, describe yourself.

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1. List and briefly elaborate your relevant experiences that you have in external activities especially in JC, such as leadership positions, any relevant special skills etc. If you do not have any, you may leave the following field blank.

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1. Please provide some suggestions about the events and activities that we can carry out. If you do not have any, you may leave the following field blank.

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1. Please list down your other CCA commitments in academic year 2017/2018.

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1. Do you have anything else you want to tell/ask us? You may leave the following field blank.

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1. **Submission Details**

* Please name your application form as <name>.doc, <name>.docx or <name>.pdf.
* Kindly attach a photo of yourself in the email.
* If you want to apply for positions, please name the subject of your email as “Application to join the NUS Mathematics Society 33rd Management Committee”, otherwise, name the subject of your email as “Application to join the NUS Mathematics Society”. Please send your application form to the Society’s email address, [admin@nusmathsoc.org](mailto:admin@nusmathsoc.org).
* The deadline for submitting the application form for positions is **2359hrs, 27th August 2017**.
* Shortlisted applicants would be notified through email. We will arrange an interview in order for us to know you better. Try to submit your application as early as possible. The interview location will be at **Faculty of Science, S17, Level 8, Mathematics Society Room.**
* You may also attach any relevant CV of yourself in the email.

1. **Appendix**

Job Scope of the available Management Committee Positions

|  |  |
| --- | --- |
| Project Director | * Organize and/or supervise major/intermediate events for the Society * Work together with all other Management Committee members to ensure high quality of events. |
| Assistant Project Director | * Assist Project Director in organizing and/or supervising events for the Society |
| Publicity Director | * In charge of the publicity of the events of the Society, including the design of posters and certificates * Work closely with the IT Director to promote the events of the Society through various publicity channels |
| Public Relations Officer | * Work with President/Vice Presidents and represent Mathematics Society in meetings with external organizations such as Science Club, Faculty of Science Dean’s Office and other societies. * In charge of the Society’s participation in events organized by the above external organizations. |
| Ordinary Members | * Attend regular meetings (usually once a week) * Take part in organizing different events of the Society |