

MATHSOC DIRECTOR APPLICATIONS

DIRECTOR ROLES & RESPONSIBILITIES



2020

ABOUT

The UNSW Mathematics Society (MathSoc) is a student society affiliated with the School of Mathematics and Statistics at UNSW.

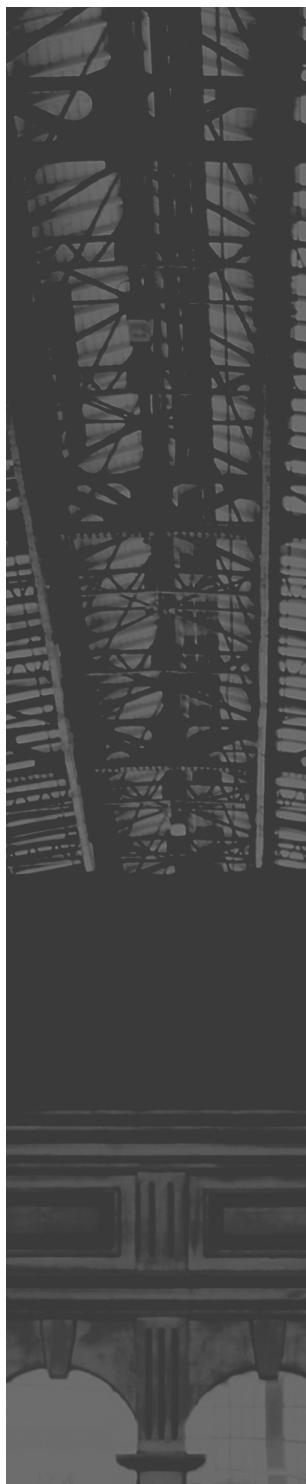
However, anyone interested in maths can join, regardless of their degree. We are one of the largest societies at UNSW with over 1500 members - our membership spans from first year students to a few of the School's staff!

Our main goals include:

- Informing students of maths-related opportunities both within university and careers with our course information sessions and career-focused events;
- Enhancing the sense of community amongst UNSW maths students through our various social events and activities such as BBQ's and sports days; and,
- Supporting maths students in their studies with our extensive resources and helpful forums.

**WE WANT TO MAKE
YOUR UNIVERSITY
EXPERIENCE EVEN
MORE FUN AND
FULFILLING!**

DIRECTORSHIP GENERAL EXPECTATIONS AND REQUIREMENTS



REQUIREMENTS

The following conditions are required to be eligible for a directorship role with MathSoc:

- The applicant must be a current UNSW student;
- The applicant must have at least one year remaining until the completion of their degree; and,
- The applicant must be studying at UNSW for all three terms of the year in which they will be a director.

SELECTION CRITERIA

- The selection of directors will occur through a formal online application, followed by an interview which will be run by the executives of 2020.
- Candidates will be assessed primarily on their drive, motivation and commitment to contributing to MathSoc in a directorship role.
- A candidate's ability to manage their time effectively, work towards deadlines and make positive contributions as part of a team will also be a key consideration.

IMPORTANT NOTES

- Other selection criteria specific to each portfolio is covered in the **'Director Roles and Responsibilities Section'**.
- The position of MathSoc Director is a considerable time commitment. It requires consistent motivation and work over the course of a year, including weekends and holidays.
- The applicant should therefore be completely sure they will be able to remain committed to the role prior to their submission of an application.
- Directors who consistently perform unsatisfactorily in their role over a considerable period of time are open to termination of their position on the directorship team at the behest of the MathSoc Executive team.

MATHSOC DIRECTOR APPLICATIONS

PORTFOLIO DIRECTOR ROLES AND RESPONSIBILITIES

EDUCATION DIRECTORS (3)
EVENTS (CAREERS) DIRECTORS (2)
EVENTS (SOCIAL) DIRECTORS (2)
MARKETING DIRECTORS (2)
IT DIRECTOR (1)
SPONSORSHIP DIRECTORS (2)

2020

EDUCATION DIRECTOR



ROLE AND RESPONSIBILITIES

We are looking for enthusiastic Education Directors to aid students undertaking mathematical courses. You will also collaborate with other portfolios and potentially staff members of the School of Mathematics and Statistics. Your responsibilities include but are not limited to:

- Keeping online solutions up-to-date;
- Running academic events such as revision lectures and "HSC Tips n Tricks" with School of Mathematics and Statistics staff;
- Running education seminars, such as LaTeX or R workshops; and,
- Assisting the organisation of our academic competitions such as the Integration Bee, MathSoc Championship and other events.

KEY ATTRIBUTES

- Demonstrated proficiency in first-year Mathematics courses (Discrete Mathematics, Higher/Mathematics 1A, Higher/Mathematics 1B)
- Experience in LaTeX
- A team player with leadership qualities

PREFERRED SKILLS

- Demonstrated proficiency in higher year maths courses
- Excellent verbal and written communication skills
- Strong presentation and teaching skills
- Time management skills
- Experience with mathematical computing software such as MatLab

EVENTS (CORPORATE) DIRECTOR

ROLE AND RESPONSIBILITIES

We are looking for efficient Events Directors to plan and coordinate MathSoc's careers-related events with the Executive team. You will be responsible for delivering high quality events consistent with MathSoc's values as you will be the face of our society, along with the Executive team. Your responsibilities include, but are not limited to:

- Assisting in planning all MathSoc's corporate events;
- Taking responsibility for booking venues, organising catering and ensuring everything is ready for the event;
- Communicating and liaising with sponsorships for corporate events;
- Coordinating with the executive body and subcommittee;
- Assisting in planning for future events; and,
- Facilitating team culture and ensure inclusiveness within the subcommittee and attendees of every event held.

KEY ATTRIBUTES

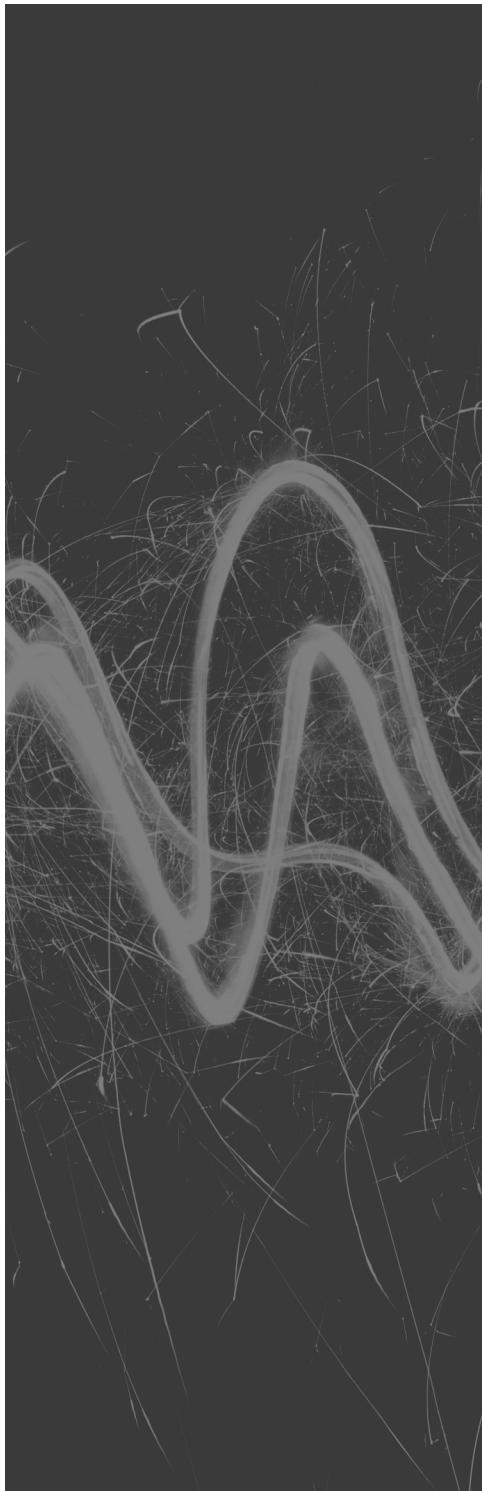
- Presentation skills
- Innovative and excellent foresight to the results of your ideas
- Creativity
- Excellent time management skills
- The ability to think on your feet particularly in challenging and unexpected situations

PREFERRED SKILLS

- Professional communication skills when liaising with sponsors
- Previous experience in event management and budgeting
- Excellent interpersonal and strong sympathy skills



EVENTS (SOCIAL) DIRECTOR



ROLE AND RESPONSIBILITIES

We are looking for efficient Events Directors to plan and coordinate MathSoc's social events with the Executive team. You will be responsible for delivering high quality events consistent with MathSoc's values as you will be the face of our society, along with the Executive team. Your responsibilities include, but are not limited to:

- Assisting in planning all MathSoc's social events;
- Taking responsibility for booking venues, organising catering and ensuring everything is ready for the event;
- Communicating and liaising with other societies for joint-run events
- Coordinating with the executive body and subcommittee;
- Assisting in planning for future events; and,
- Facilitating team culture and ensure inclusiveness within the subcommittee and attendees of every event held.

KEY ATTRIBUTES

- Presentation skills
- Innovative and excellent foresight to the results of your ideas
- Creativity
- Excellent time management skills
- The ability to think on your feet particularly in challenging and unexpected situations

PREFERRED SKILLS

- Outstanding communication skills among committee members
- Previous experience in event management and budgeting
- Excellent interpersonal and strong sympathy skills

MARKETING DIRECTOR



ROLE AND RESPONSIBILITIES

We are looking for creative marketing Directors to design, plan and coordinate all MathSoc's marketing activities. You will be responsible in heightening MathSoc's presence across social media and around the campus. Your responsibilities include, but are not limited to:

- Designing and implementing comprehensive marketing strategies to create awareness of MathSoc's activities and services!
- Coordinating marketing activities such as cover photos to create awareness;
- Producing valuable content for marketing activities to meet set goals;
- Liasing with School of Mathematics and Statistics to advertise our events on the screens in Red Centre;
- Managing and growing our social media community groups such as Facebook, Instagram and LinkedIn, with consistent posting and interactions;
- Organising lecture bashing schedule (maths lectures);
- Taking responsibility for the designing of MathSoc merchandise; and,
- Edit and publish our fortnightly newsletter.

KEY ATTRIBUTES

- Has an understanding of design
- A clear sense of innovative and forward thinking
- Knowledge of marketing campaigns and web technologies available to for marketing purposes
- Excellent communication and interpersonal skills
- Team management skills

PREFERRED SKILLS

- Graphic Design (Canva, Adobe Creative Suite)
- Experience in photography and/or videography and/or VFX
- Web Design (Wordpress)

IT DIRECTOR



ROLE AND RESPONSIBILITIES

We are looking for an IT Director proficient in coordinating and maintaining the systems that support and run all the MathSoc's technology services, used both internally and externally. You will be responsible for ensuring the availability of business-critical applications such as MathSoc's email service and other internal applications. Your responsibilities include, but are not limited to:

- Updating the content of the website regularly to reflect changes, such as new events or resources;
- Managing hosting issues; and,
- Providing technical advice/consultation to ITSG project teams, other portfolios, and third parties from other societies where necessary

KEY ATTRIBUTES

- Familiarity with HTML, CSS and Git
- Fundamental computer networking knowledge (IP and common network protocols)
- Knowledge with deploying common services such as web or database servers

PREFERRED SKILLS

- Knowledge in networking

SPONSORSHIPS DIRECTOR

ROLE AND RESPONSIBILITIES

We are looking for confident Sponsorships Directors to strategically plan and coordinate the search for potential partners of MathSoc. Your role will be to lead, organise and manage events with existing partners and network directly with company representatives to create new partnerships and events for MathSoc members. Your responsibilities include, but are not limited to:

- Developing strong relationships within the industry to maintain a pool of potential partners;
- Managing communication with all potential partners;
- Taking responsibility for pitching to potential sponsors, primarily throughout November and December (training will be provided);
- Attending networking events for internship and graduate programs throughout the year to seek potential sponsors; and,
- Facilitating the involvement of sponsors during corporate events for our members, possibly in conjunction with other societies on campus.

KEY ATTRIBUTES

- Strong verbal and written communication skills, and attention to detail
- Strong interpersonal skills and ability to liaise with a diverse range of people
- Willing to learn and heighten their soft skills

PREFERRED SKILLS

- Negotiation skills
- High level of presentation
- Knowledge of networking etiquette



SPONSORS

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