

JOP DESCRIPTION

I Y N A O B O U R S T E M C H A P T E R

Job description for HR

Scope

Human resources are multi-dimensional. From the point of view, human resources may be defined as the knowledge, skills, creative abilities, talents and aptitudes obtained in the population; whereas from the view-point of the individual enterprise, they represent the total of the inherent abilities, acquired knowledge and skills as exemplified in the talents and aptitudes of its members. HR specialists tend to focus on a single area, such as recruiting or training. HR generalists handle a number of areas and tasks simultaneously. The human resources aspect is concerned with manpower planning, recruitment, selection, placement, transfer, promotion, training, and development. Also, it deals with working conditions and amenities. HR committee also is responsible for creating and monitoring values-based systems and policies to ensure that the organization is following local, state, and federal laws and certain best practices relating to its employees and creating an attractive environment for current and prospective members.

Report to:

- Human Resource Head and vice Head.

Main Responsibilities

- Formal performance Evaluation.
- Attitude survey.
- Resolve issues between members.
- Inform applicants about job details.
- Put the evolution system.
- Training and Development.
- Database sheet.

Benefits:

- Knowing the strategies to help connect every part of society to the main goal.

- Experience working with diverse community groups.
- Gain experience from working in a strong student activity.
- Human Resource Management Training.
- Human Resource Development Training.
- Human Resource Planning Training.

Job description *for FR&PR*

Scope

IYNA Obour STEM Chapter is now looking for public relations and fundraising (PR & FR) members to work with us. Public relations members will help the team by contacting speakers and performers, completing partnerships, and getting different approvals for the event. Public relations members should have excellent communication skills both oral and written. They should also have outstanding presentation skills, negotiation, and creativity. You will make market research, target lists of the sponsors, upgrade the proposal and benefits packages, and finally make sponsorships and deals. You will attend sessions to collect data and knowledge more about Fundraising especially our target as fundraising committee in the International Youth Neuroscience Association. This role is suitable for a confident person who is ready to negotiate and debate to convince the company or organization they are dealing with to get the most benefit out of them.

Report to:

- Fundraising and Public Relations Head and Vice Head.
- Human Resource Head and vice Head.
- Human Resource Members Who have the role to work with Fundraising and Public Relations Committee.

Main Responsibilities:

- Making, upgrading, and modifying the benefits package and proposal.
- Research fundraising opportunities.

- Manage information and record the profile and fundraising activity of donors on a database.
- Manage the budget and ensure that all the team targets(needs) are met.
- Get enough funds through different sponsors to satisfy all needs.
- Provide academic sponsors for all academic programs.
- Finishing catering deals needed for sessions & events.
- Providing branding deals.
- Responsible for documenting every pound.
- Build relationships with major donors, companies, and sponsors.
- Keep the sponsors up to date, inform them with progress and find new deals.
- Facilitate the communication between IYNA and other people outside IYNA Obour STEM Chapter Our community (VIPs, guest speakers, etc.).
- Provide media coverage for our events (TV, Radio, and magazines coverage).
- Contact with public speakers and performers that are needed for any event.
- Contact professional trainers if needed.
- Promote any event that is held by IYNA by ushering on the ground floor.
- Getting approvals and arrange proper places for our events, general meetings and training sessions in case we had to organize it outside our school.

Qualifying Skills:

- Strong Persuasion, Negotiation, and Influencing skills.
- Communication skills. (Verbal Communication-Nonverbal communication Listening)
- Presentation skills.
- Passion for learning.
- Logical thinking, problem-solving, and decision making.
- Emotional intelligence.
- Team working.
- Flexibility.
- Beneficial.

- Knowledge of strategies of fundraising for non-profit NGOs.
- Stress management.
- Improve Negotiation and Presentation Skills
- learning of how to develop strategies to encourage new contributions from sponsors and such.
- Creativity and thinking out of the box
- Great negotiation skills.
- Gaining practical experience through working as a public relations member.
- Developing various public relations skills such as negotiation skills, oral communication skills, and written communication skills.
- Good writing skills and have previous experience in proposal writing outlines.

Benefits:

- Experience working with diverse community groups.
- Gain experience from working in a strong student activity.
- Fundraising and Public Relations training.

Job description for *Technical Support*

Scope:

IYNA Obour STEM Chapter is now recruiting Technical Support committee members to figure on the technical aspect of our plan. Share your skills in IT & web development and become a neighborhood of our prosperity. Our main objective is to promote the event through our website. So, remember, you are the primary tag in our code. You will be a neighborhood of coding and developing our website, hosting it also as providing needed software for the event. Furthermore, the Technical Support committee is liable for providing any technical support associated with the team. This role is acceptable for knowledgeable and well qualified IT or web developers who have the potential to function their skills and cooperate in fulfilling our goal.

Report to:

- Technical Support Head and Vice Head
- Human Resource Head and vice Head.
- Human Resource Members Who have the role to work with Technical Support Committee.

Main Responsibilities:

- Developing and updating IYNA website.
- Providing needed software for the event.
- Providing internet connection in events for social media coverage and other purposes.
- providing technical support for love or money associated with IYNA.

Qualifying Skills:

- Experience in front-end and back-end development.
- Ability to unravel problems.
- Ability to think during a fast-paced environment, and to be adaptable and versatile at short notice.

- Ability to figure collaboratively with colleagues.

Benefits:

- Knowledge of some software skills to assist in online teamwork.
- Functioning and developing your skills in IT.
- Experience working with diverse community groups.
- Gain experience from working in a strong student activity.

Job description *for Researchers*

Scope:

IYNA Obour STEM Chapter is now recruiting Researcher members to collect, organizing, and analyzing data using the applicable resources offered online or offline. Researchers should be able to work with various neuroscience concepts knowing how to analyze them and paraphrase the data collected to better reach the writing committee then the audience.

Report to:

- Researchers Head and Vice Head
- Human Resource Head and vice Head.
- Human Resource Members Who have the role to work with Researchers Committee.

Main Responsibilities:

- Conducting research and collecting data.
- The ability to reach a range of tools to acquire information and interpret data. The tools may be professors, videos, research papers, etc.
- Passionate about neuroscience as a whole and meeting deadline sharply.
- Writing research proposals when required.

Qualifying Skills:

- Have a fair knowledge of the research methodologies.
- Strong writing, communicating, and paraphrasing skills.

- Experience in the research field is recommended.

Benefits:

- Experience working with diverse community groups.
- Gain experience from working in a strong student activity.
- Any published paper will include workers names and details.
- Learn the basic of Scientific Research.

Job description *for Academic*

Scope:

IYNA Obour STEM Chapter is now recruiting Academic members to work on neuroscience Sessions, perform sessions to explain fundamental neuroscience concepts Participate in discussions about certain chapters in brain facts and another neuroscience text books. Study rigorous text-books for neuroscience in preparation for the brain bee 2020 Ready and able to explain certain neuroscience concepts for other academic members.

Report to:

- Academic Head and Vise Head
- Human Resource Head and vice Head.
- Human Resource Members Who have the role to work with Academic Committee.

Main Responsibilities:

- Perform sessions to explain fundamental neuroscience concepts
- Participate in discussions about certain chapters in brain facts and another neuroscience text books.
- Study rigorous textbooks for neuroscience in preparation for the brain bee 2020
- Ready and able to explain certain neuroscience concepts for other academic members

Benefits:

- Pass through a nice experience and gain new information in neuroscience.
- Improving writing skills, team working and presentation skills.
- Study Neuroscience for brain bee or any other competition.
- Gain experience from working in a strong student activity.
- Any published paper will include workers names and details.

Job description for SM&M

Scope:

Here in IYNA, social media and marketing members will work on convincing people to know about neuroscience and read about it with joy. Simplifying neuroscience, telling you interesting facts, and narrating some of the history related to neuroscience will be our way to pay the audience attention. Social media members will work on spreading of IYNA by their way of writing and the interesting topics they write about.

Report to:

- Social Media and Marketing Head and Vice Head
- Human Resource Head and vice Head.
- Human Resource Members Who have the role to work with Social Media and Marketing Committee.

Main Responsibilities:

- Prepare and execute marketing plans needed for the page and the website.
- Writing posts in the Facebook page and deliver it to the possible audience
- Announcing the members recruiting date and another important announcement.

Qualifying Skills:

- Adaptation to any conditions and deadlines

- Excellent writing skills, to create posts that make sense in unity and transitions.
- Willing to work with other members to output the best work for the committee.
- Ability to express ideas creatively to attract readers.

Benefits:

- Pass through a nice experience and gain new information in neuroscience.
- Improving writing skills and team working.
- Gain experience from working in a strong student activity.
- Any published paper will include workers names and details.

Job description for Content Writers

Scope:

IYNA Obour STEM Branch is now recruiting content writers to work on articles for our website. Content writers will produce fascinating articles that will attract the public. Without you, nobody will be interested in following us anymore. You will write highly creative posts and blog articles for our websites to represent all of our recent developments. You will need to have excellent writing skills and the ability to express ideas in perfect English to ensure the credibility and professionalism of the website as well as a good understanding of the audience.

Report to:

- Content Writing Head and Vise Head
- Human Resource Head and vice Head.
- Human Resource Members Who have the role to work with Content Writing Committee.

Main Responsibilities:

- Writing articles in IYNA website and IYNA Obour Chapter website.
- Writing News in IYNA website and IYNA Obour Chapter website.

Qualifying Skills:

- Excellent writing skills, to write articles that make sense in unity and transitions.
- Willing to work with other members to output the best work for the committee.
- Ability to express ideas creatively to attract readers.
- Adaptation to any conditions and deadlines.

Benefits:

- Gain experience from working in a strong student activity.
- Any published paper will include workers names and details.
- Improving writing skills and team working.
- Any article or new will publish with writer name.

Job description for Graphic Design

Scope:

IYNA Obour STEM Chapter hires a design committee. We are looking for a dynamic media designer to be responsible for designing and publishing original content on Internet platforms, designing graphic material, and attracting audiences via social media.

Report to:

- Graphic Designing Head and Vise Head
- Human Resource Head and vice Head.
- Human Resource Members Who have the role to work with Graphic Designing Committee.

Main Responsibilities:

- Produce attractive designs that increase the number of followers and appeal to the intended audience to post them on the Internet.
- Submit all necessary designs for events, Facebook page and electronic articles.

- Design posters, banners, scrolls, name tags, logos, shirts, and any posting tools needed for meetings.

Qualifying Skills:

- Creativity and graphic design skills.
- Able to work and deal with editing software.
- Good sense of timing and time management.
- Mastering the disciplines of marketing.
- Be able to produce original ideas.
- Care about details.

Benefits:

- Gain experience from working in a strong student activity.
- Any published paper will include workers names and details.
- You will learn how to design a professional project easily.
- Continuous practice of designing skills.
- You can learn how to be a freelancer.
- Freedom to express your imagination and creativity.
- Chance to meet new designers.

Job description for *Video Editing*

Scope:

IYNA Obour STEM Chapter is now recruiting Video Editing Committee. You will be tasked with documenting our journey for this season by taking videos during the event and throughout the season in general as well as using your skills and artistic senses in editing these videos.

Report to:

- Video Editing Head and Vice Head
- Human Resource Head and vice Head.
- Human Resource Members Who have the role to work with Video Editing Committee.

Main Responsibilities:

- Editing videos through the season as well as during the event
- Working with camera footage, sound effects, graphics, and special effects.

Qualifying Skills:

- Able to work and deal with editing software.
- Care about details
- Time management
- Creative mind

Benefits:

- Gain experience from working in a strong student activity.
- Any published paper will include workers names and details.

