



Google Developer Student Clubs
PUP Sto. Tomas

Core Team Leads Application

Primer

About Us

The **Google Developer Student Clubs** are community groups for college and university student developers and innovators who believes that technology in the hands of youth can create a meaningful impact in the society.

Students from all undergraduate or graduate programs with an interest in growing as a developer are welcome. By joining a GDSC, students grow their knowledge in a peer-to-peer learning environment and build solutions for local businesses and their community.

Google Developer Student Clubs - Polytechnic University of the Philippines Sto. Tomas Branch (GDSC PUPSTB) is among the 1000+ GDSC Chapters globally and the **first GDSC Chapter in Region IV-A and PUP System**.



Vision

To be a community of student developers that are passionate in uplifting communities through technology and innovation.

Mission

- Empower people through technology and programming education.
- Enlighten them to the power of innovation and problem-solving.
- Nurture them to create meaningful technological solutions for the community.



What is Core Team?

The Core Team is the primary set of officers of the GDSC chapter. They are responsible in doing tasks that fulfills different aspects of the organization.

The Core Team Leads are divided in five (5) departments which has its own scope of duty, namely, Operations, Finance, Community, Creatives, and Technology.



Why join the Core Team?

Being a part of core team opens you an array of opportunities to learn new things, connect with diverse set of people, and grow holistically as a student.

It will also gives you previlleges provided by Google Developers such as access to exclsussive learning pathways and events.

Most of all, being a part of core team allows you to help foster a community of innovators that builds solution to solve the most challenging problems of our times.

Application Process

1. Read this Primer to know about **Google Developer Student Clubs – PUP Sto. Tomas**, the different Departments, and Core Team Leads position.
2. Choose 3-4 Core Team Lead positions that you want to apply.
3. Prepare your updated Curriculum Vitae or Resume.
4. Answer this application form: http://bit.ly/GDSC_Core_Team
5. Wait for the email of confirmation which containing the schedule of your interview.
6. Attend and do your best in your online interview.



Google Developer Student Clubs
PUP Sto. Tomas

Operations Department

The Operations Department oversee all operations done by the organization and ensure that all are executed efficiently. They create effective and efficient operations strategies, policies, and systems. They are also responsible in building an environment to guarantee that officer's work ethic and culture are bound by the organization's goals.

Core Team Positions:

Deputy Secretariat

Human Resource Lead

Events Lead

Data Operations Lead

Logistics and Procurement Lead

Internal Relations Lead

Documentation Lead



Deputy Secretariat

// Duties and Responsibilities

Supporting the lead secretariat in overseeing the daily operations, activities, and functions of the secretariat.

Prepare and disseminate correspondence, minutes of the meeting, memos and forms together with the Lead Secretariat. This requires the presence of a secretariat to every meeting and events of the organization.

Secure that all secretariat duties will be accomplished and report to the Chief Operation Officer (COO) and to the executive board.



Internal Relations Officer

// Duties and Responsibilities

File and update contact information of core team and members.

Create proper documentation of the execution process, analysis of the project's strengths and weaknesses, and proposals to address possible points of improvements.

Implementing organizational policies and guidelines stated by the GDSC PUPSTB Bylaws within the organization's operations to ensure consistency and compliance. Report the organizational status to the Chief Operation Officer, who will also rely on the executive board's decision.



Operations Department

Events Lead

// Duties and Responsibilities

Creating event proposals which fit the organization's goals and targets.

Anticipating and planning event aspects for different scenarios, such as venue, seating, dining, and guest list, while considering the budget for the event.

Coordinating event entertainment, including music, performers, and guest speakers.

Managing and overseeing events on the day of, including problem-solving, welcoming guests, directing event set-up, communicating with staff, and organizing other matters.

Communicating with the marketing team of the Creatives Department to create effective advertisements for each event, and when necessary, crafting marketing materials such as print and Internet advertisements for individual events.

Collaborate efficiently with the Chief Operation Officer (COO), Procurement Lead, Logistic Lead, and Documentation Lead.



Logistics and Procurement Lead

// Duties and Responsibilities

Handles the procurement of supplies, materials, and equipment needed for the organization's operations. They source and negotiate with the External Affairs Officer and Business Managers for the suppliers, manage inventory, and ensure that the organization's procurement processes are efficient and cost-effective.

Manages the logistical aspects of school activities and programs.

They handle transportation documents for outside activities, distribute materials for events, and ensure that resources are available where and when they are needed.

Disseminate relevant information to various departments, stakeholders (includes offices inside and outside university), and participants. Information could include schedules, instructions, guidelines, maps, and any updates related to the event or operations.



Data Operations Officer

// Duties and Responsibilities

Manage the data generated from the events like attendees feedback, social media reach, data in bevy website, and other data generated in the events and operations.

Responsible for the participants registration during events and the creation of survey forms after events.

Work closely with the Data Analytics Lead in terms of implementation of the data analytics in various areas of operations inside the organization.



Human Resource Lead

// Duties and Responsibilities

Foster an environment in the organization that guarantees work ethic and culture bound by the organization's goals.

Create team-building activities that create learning, bonds, and enjoyment among the members and officers of the organization.

Responsible for recruiting the members and ambassadors of the organization.

Work closely with the Internal Relations Lead in the management of the core team leads tasks and behavior



Documentation Lead

// Duties and Responsibilities

Collect and compile the documentation for every event from the Creatives Department.

Create captions for every event that will be added to the accomplishment report of the organization.

Responsible for maintaining accurate records and documentation related to various organization operations. This could includes:

Event documentation (short article form also called as proceeding of the event),

- Certificates from partners, competition, etc. (Title of Award, Awarding Body/Organization, Date, Level (Int'l, Nat'l, Reg'l, Local)of award)
- and other important records.



Creatives Department

The Creatives Department is responsible for establishing the art direction for the projects and events, as well as developing creative campaigns for the organization's various projects.

Core Team Positions:

Graphics Design Lead

Social Media Manager

Digital Arts Lead

Multimedia and Video Promotions Lead

Content Creation Lead



Graphics Design Lead

// Duties and Responsibilities

Collaborates with the Chief Creatives Officer in brainstorming for a project's art direction.

Acquiring graphics designers and illustrators among the organization's members.

Training members of the Creative Pool.

Translating marketing strategies into creative campaigns that communicated the necessary information through an excellent visual and design style.

Ensuring the quality of the output produced is excellent and consistent with the organization's branding.



Social Media Manager

// Duties and Responsibilities

Manages all the Social Media Channels of the organization.

Curate responsible and impactful social media posts or captions to promote and inform the audiences and general public about the organization's events, campaigns, and announcements on the different social media channels.

Directly interact with audiences that reach out or contact on the various social media channels of the organization and relay the message to and from the Executive Officers.

Ensuring the security of the organization's social media accounts as well as ensuring the compliance of our promotional material to the terms and conditions of each platform.



Digital Arts Lead

// Duties and Responsibilities

Collaborates with the Chief Creatives Officer in brainstorming for a project's art direction.

Acquiring graphic/digital artists and illustrators among the organization's members.

Should possess the following skills: drawing, illustration and animation talent.

Training members of the Creative Pool.

Ensuring the quality of the output produced is excellent and consistent with the organization's branding.



Content Creation Lead

// Duties and Responsibilities

Responsible for creating content for social media, especially educational and technology related. Keep abreast of emerging trends, technologies and influencers.

Develop content ideas and write and curate content.

He/she has to collaborate with the Social Media Manager and Multimedia Lead in the process of posting and promotions of the event.



Multimedia and Video Promotions Lead

// Duties and Responsibilities

Collaborates with the Chief Creative Offices in brainstorming for a project's art direction.

Compiles pictures and videos for documentation in every event with collaboration from the Operation Department.

Create appealing video promotions for our events and other endeavors of the organization

Utilizing various photography and videography techniques in executing deliverables.

Ensuring the quality of output produced is excellent and consistent with the organization's branding.



Google Developer Student Clubs
PUP Sto. Tomas

Finance Department

Oversee all finances and funds that enter the organization. They also keep a book of accounts and manage all of the financial reports of the organization.

Core Team Positions:

Finance Officer

Auditor

Business Manager



Finance Officer

// Duties and Responsibilities

Handles the finances of the organization.

Create and maintain budgets, track expenses, and ensure that all financial transactions are accurately recorded.

Organize and safely keep the organization's financial records.

Assist Chief Finance Officer in creating necessary financial reports to report current expenses and funds of the organization.

Help/s the Auditor on auditing funds and expenses of the organization.



Auditor

// Duties and Responsibilities

Gather evidence about the financial state of the organization to ensure that the money going in and out is recorded and processed correctly.

Audit and record funds and expenses of the organization.

Preparing reports, which may include a balance sheet, income and cash flow statement for stakeholders and shareholders of an organization.

Gauging levels of financial risk within an organization and ensuring assets are protected. Organize and safely keep the organization's financial records.



Business Manager

// Duties and Responsibilities

Identify opportunities for growth in both current and prospective partnership while also establishing goals and objectives concerning these prospects.

Coordinate various logistical tasks such as resource allocation and procurement of supplies.

Work hand-in-hand with the Events Lead to oversee various operational aspects of the organization such as managing the events, projects, and activities to ensure they are executed efficiently and align with the organization's goal.



Google Developer Student Clubs
PUP Sto. Tomas

Community Department

Oversee external relations with local community partners. This includes handling primary communication between organization and its partners, creating and overseeing formal agreements, and managing the organization's relationship with its partners. This department is also in-charge in managing and engaging the members and ambassadors of the organization.

Core Team Positions:

External Affairs

Community Manager

Online Community Manager



External Relations Lead

// Duties and Responsibilities

Work hand-in-hand with the Chief Community Development Officer in contacting possible local community partners.

Consistently communicate with the local community partners and disseminate all relevant information to the executive board.

Manage the external relations of the organization for partnership or events.

Keep the member of the organization up-to-date on the organization's community partner developments and new partners.

Must report to the Chief Community Development Officer the tasks given twice a month.

The Chief Community Development Officer has the right to appoint multiple members of the Community Relations Officer if deemed necessary.

vii. Point person for the external affairs of the organization particularly in the communications with the partners, sponsors, and judges/speakers.



Community Manager

// Duties and Responsibilities

Managing and handling communications in both directions such as to members and ambassadors of the organization.

Should create events and initiatives to keep the members engaged and meet the goal of the organization that is to Learn, Grow, and Connect.

Community Managers are also partnered with the Human Resource Lead in recruitment and application of the members and ambassadors.

Keep track of the responsibility and benefits of the local community partners.



Online Community Manager

// Duties and Responsibilities

Must be focused on the maintaining of the online community platforms for our members and ambassadors like discord or messenger

Curating various technological events and opportunities for the participants to get involved in.

Manage the social media platforms such as messenger, discord, LinkedIn, Instagram, for the members and non-members who have inquiries.

Interact with the participants in those platforms to keep them engaged with the GDSC PUP STB



Google Developer Student Clubs
PUP Sto. Tomas

Technology Department

Responsible of all technological and innovation aspects brought about in the organization. They shall create technological solutions that benefit the organization and uplift our partnered communities. They are also in-charge of the technical aspects of the event like the lightings, sound system, presentation, and video streaming.

Core Team Positions:

Assistant Chief Technology Officer

Project Manager

Front-End Developer

Back-End Developer

Data Analytics Lead

Jr. Data Officer

UI/UX Lead

Quality Assurance Lead

Technical Director

Jr. Web Developer



Assistant Chief Technology Officer

// Duties and Responsibilities

Collaborate closely with the Chief Technology Officer (CTO) in executing a substantial portion of the obligations inherent to the department and the GDSC PUPSTB.

Undertake the role of primary decision-maker within the department during periods of the Chief Technology Officer's absence.

Ensure consistent attendance at all meetings, projects, and events hosted by GDSC PUPSTB.

Collaborate closely with the Chief Technology Officer, ensuring direct and effective communication.

Provide substantial support to the Chief Technology Officer, both in terms of training initiatives and project management within the scope of GDSC PUPSTB.

Maintain strict confidentiality regarding all sensitive and proprietary information, safeguarding such information exclusively within the confines of the organization.



Technology Department

Front End Developer

// Duties and Responsibilities

Build the user-interface of various web applications under the scope of Technology Department

Communicate with the UI/UX Design Lead about execution of the visual and experience aspects of the application.

Communicate to the back-end developers about the server-side functionalities of the web application.

Manage a team of web developers within the Web Development committee



Back End Developer

// Duties and Responsibilities

Develop and maintain server-side logic, databases, and APIs for web and mobile applications.

Optimize server performance and ensure data security through robust coding and database management.

Collaborate with front-end developers to integrate user-facing elements with server-side logic.

Write unit tests and documentation to ensure code reliability and maintainability.

Stay updated on industry trends and best practices in back-end development to enhance software quality and efficiency.



Project Manager

// Duties and Responsibilities

Oversee all the projects that GDSC PUPSTB will create for the common good of the community and the people.

Constantly communicate with the key project stakeholders about their feedbacks and insights on the different aspects of the project.

Assign tasks to every officer, member, and developers. With a just and morally humane timeframe from and to each proceeding tasks.

Work with the Chief Executive Officer and Chief Technology Officer in terms of final decision making for each project ensuring direct and effective communication.

Maintain strict confidentiality regarding all sensitive and proprietary information, safeguarding such information exclusively within the confines of the organization.



Data Analytics Lead

// Duties and Responsibilities

Develop an organizational data analytics infrastructure which involves the methodologies in examining, cleaning, transforming, and interpreting data to extract meaningful information and support better decision making in the organization.

Lead the Data Team composed of Data Analytics Cadets and Data Operations Officer towards the implementation of data transformation in the organization

Manage the data related programs of the organization

Maintain strict confidentiality regarding all sensitive and proprietary information, safeguarding such information exclusively within the confines of the organization.



Jr. Data Officer

// Duties and Responsibilities

Oversee all the projects that GDSC PUPSTB will create for the common good of the community and the people.

Constantly communicate with the key project stakeholders about their feedbacks and insights on the different aspects of the project.

Assign tasks to every officer, member, and developers. With a just and morally humane timeframe from and to each proceeding tasks.

Work with the Chief Executive Officer and Chief Technology Officer in terms of final decision making for each project ensuring direct and effective communication.

Maintain strict confidentiality regarding all sensitive and proprietary information, safeguarding such information exclusively within the confines of the organization.



Technical Director

// Duties and Responsibilities

Assuming a leadership role in ensuring the seamless functionality of pivotal components such as lighting, audio systems, live streaming mechanisms, PowerPoint presentations, and camera setups. This entails meticulous oversight of technical elements to guarantee their optimal performance during the entirety of each event.

Orchestrating the synchronization of audio-visual intricacies, emphasizing precision in execution to uphold the quality and integrity of the event's technical aspects.

Evaluating potential technical challenges and formulating proactive strategies to avoid disruptions, resulting in a seamless and interesting audience experience.

Collaborating with related teams to guarantee seamless integration of technical components, promoting synergy between lighting, sound, visual presentations, and streaming mechanisms.



UI/UX Lead

// Duties and Responsibilities

Engage with users to acquire technical requirements for certain projects.

Producing effective UX design solutions through wireframes, visual and graphic designs, flow diagrams, storyboards, site maps, and prototypes.

Designing UI elements and tools such as navigation menus, search boxes, tabs, and widgets for our digital assets.

Testing UI elements such as CTAs, banners, page layouts, page designs, page flows, and target links for landing pages.

Collaborating with the other committees to ensure the creation and delivery of tailored experiences for the digital user.

Providing advice and guidance on the implementation of UX research methodologies and testing activities to analyze and predict user behavior.



Tech Education Lead

// Duties and Responsibilities

Focus on promoting Google Technologies as well as other technology topics to the members. Will coordinate to the Community Managers in holding seminars about various technological topics.

Research about the different Google Technologies and its potential applications in various projects and initiatives of the organization.

Coordinate with Community Managers the execution of educational programs, workshops, training sessions, and events focused on technology and related subjects.

In create engaging and effective instructional materials, resources, and activities that facilitate active learning and skill development.

Develop educational content, including presentations, handouts, videos, online modules, and assessments, ensuring clarity and relevance.

Stay informed about advancements and trends in the tech industry to ensure that educational content remains relevant and up



Quality Assurance Lead

// Duties and Responsibilities

Testing various features developed by the developers to ensure the proper functionalities of these features.

Manage and ensure the quality and integrity of products, processes, and systems within an organization. This role involves establishing and implementing quality assurance procedures, conducting testing, and collaborating with cross-functional teams to deliver high-quality products and services.

The QA Lead plays a critical role in identifying defects, maintaining quality standards, and continuously improving processes to enhance the overall user experience.



Jr. Web Developer

// Duties and Responsibilities

Involves contributing to the design, development, testing, and maintenance of software applications, websites, or other digital products.

Collaborate closely with the Front-End and Back-End Developers, ensuring direct and effective communication.

Provide substantial reports to the Front-End and Back-End Developers, both in terms of training and project development within the purview of GDSC PUPSTB.



Google Developer Student Clubs

PUP Sto. Tomas