

UNLV ACM Open Officer Positions

1. Outreach:

- a. Primary job is going to classrooms before general meetings and workshops to give students an overview of our organization and the event itself
 - i. Requires that you be capable of speaking up and representing the organization properly
 - ii. You will be given a PowerPoint slide to assist you in the presentation
- b. Secondary job is recruiting students from your classes to join the organization and attend events
- c. Additional responsibilities include attending general meetings and workshops to help

2. Treasurer:

- a. Primary job is creating a budget with the President and Vice President for the current school year and presenting it to the Department Chair and is thus a year-long position
 - i. This will be done in Excel so you must have the ability to use that software
- b. Secondary job is handling the organization's bank account and debit card
 - i. This includes being available for events to buy food and drinks or to reimburse other officers who purchased required materials
 - ii. Receipts must be collected and stored in the organization's storage locker
- c. Additional responsibilities include monitoring the organization's budget and adjusting as necessary for events and fundraisers

3. Training Officer:

- a. Primary job is to plan out future training events (workshops) for the student body
 - i. This means you will be presenting applicable knowledge you have attained to students who wish to learn it as well, or you will be capable of finding people who can
- b. Secondary job is having an active role in the ACM ICPC competition team
 - i. You do not necessarily need to go but you should have some role with Dr. Vasko as a coach or something similar
- c. Additional responsibilities include creating personal projects which you can use to teach students, further your own knowledge, and possibly work with other students interested in ACM on
 - i. You will be teaching students so you should also have certain qualities such as the ability to speak to a crowd, leadership, patience, and confidence

4. Marketing (photography experience required):
 - a. Primary job is creating marketing campaigns to advertise all the organization's events
 - i. Create flyers for circulation around the UNLV campus
 - ii. Have some experience with design and designer programs such as Adobe Illustrator
 - iii. Advertise on social media accounts and the organization's website
 - b. Additional responsibilities include keeping the organization's social media accounts updated (Facebook, Instagram, etc.)
 - i. Take pictures of the organization's events and upload them