

# UAlbany IEEE Fall 2020 Open Positions

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October 7, 2020



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# 1 Overview

Welcome to the IEEE Fall 2020 open positions overview! This document is designed to give you an understanding of what leadership positions we have open, their responsibilities, as well as how to apply. If you have any questions at all, contact me, James Oswald, by @ing me in the Discord or emailing me at [jtoswald@albany.edu](mailto:jtoswald@albany.edu)

## 1.1 Why Apply for a Leadership Position?

Having an actual position rather than just a membership in a pre-professional org like the IEEE is a massive resume booster, however the main draw is genuine leadership experience. Managing people and tasks can be hard, which is why its best to start practicing early if you ever plan on climbing the ladder.

## 1.2 Types of Positions

We are offering two distinct classes of position: JBoard and DBoard. JBoard are junior officer positions focusing on training for Eboard roles, while DBoard are officer positions focused on real specialized jobs that keep the club running. both are a great way to get involved.

### 1.2.1 JBoard

The JBoard (Junior Board) consists of four positions that shadow core Eboard members. Their job is to learn the inner workings of the role they are shadowing and the inner working of the org so that they may one day be fit to take over the position they shadow. On top of shadowing, they are expected to maintain good attendance and preform any tasks asked of them by their respective Eboard member. JBoard members are considered Junior Officers. See section 2 for a list of JBoard positions and duties.

**IMPORTANT DISCLAIMER!** Being selected for a JBoard Position does NOT guarantee that you will receive the associated Eboard position the following year. Eboard is elected at the end of the year by active members as per SA rules!

### 1.2.2 DBoard

The DBoard (Directorate Board) consists of specialist "Director" positions outside the scope of EBoard roles. Unlike the JBoard, DBoard positions are not shadowing positions and are real officer level positions that preform real and integral tasks for the running of the club at the direction of the Eboard. These positions will give much more hands on administrative experience and are of course also eligible to run for Eboard at the end of the year. See section 3 for a list of DBoard positions and duties.

### 1.3 How to Apply

The application process is strait forward and aims to prepare you for applying to real jobs in the real world. **APPLICATIONS ARE DUE BY 10/20**

#### Steps to Apply:

1. Decide what positions you want to apply to. You can apply to as many as you want. (We recommend at least 3, preferably 5).
2. Prepare your resume or CV, please note that we will not reject any applicants based on their resumes or CVs, but rather just want to look them over to get a feel for who you are.
3. For each position you want to apply to, write an application letter on why you believe you are qualified for the position. Be sure to look over the position's duties and explain why you think you would do them well. (A few sentences is fine especially if you're applying to multiple positions, but you can write as much as you want for this).
4. Combine all of your application letters into one document and indicate the positions you want the most to the positions you want the least (or indicate no preference)
5. Email your Application Document and Resume to [ieee@albany.edu](mailto:ieee@albany.edu) AND [jtoswald@albany.edu](mailto:jtoswald@albany.edu) by 10/20/20 at the latest!
6. Wait a few days for Eboard to process your application.
7. Eboard will respond by 10/25 at the latest to inform you what positions we would like to interview you for, as well as asking you what time works to be Zoom interviewed.
8. Negotiate an interview time with Eboard, Interviews will be taking place from 10/25 - 10/30 prepare yourself for the Zoom interview.
9. Pass the interview. We will be asking questions relevant to the position you applied for.
10. Wait for a response via an email. Positions will be finalized no later then 11/4, but you may hear from us even earlier.

## 2 JBoard Positions

As JBoard positions shadow an Eboard position and you are training to fill that position, the following are the constitutional duties of each Eboard position that you will be shadowing and learning to replace.

### 2.1 Junior Chair

You're basically training to be in charge of the entire organization.

Duties of the Chair:

- Preside at meetings
- Represent the club
- Appoint Directors subject to the approval of the Executive Committee
- Communicate with the general public and IEEE club members about current activities
- Organize Officer Meetings, make sure there is a clear direction and cover important topics.
- Generate internal documents (like this one) to help ease members into leadership positions.
- Complete Student Branch Reporting for the year to ensure next year's budget
- Promote IEEE throughout the university community
- Pass the SA mandated Treasurer Exam
- Perform such other duties as ordinarily pertain to this office

### 2.2 Junior Vice Chair

You're training to be the second in command of the organization.

Duties of the Vice Chair:

- Preside in the absence of the Chair
- Reserve rooms, complete registration forms, arrange for food (if necessary), and arrange carpooling (if necessary)
- Be in charge of marketing, networking and recruiting new members.
- Promote IEEE throughout the university community
- Help the chair with all of their duties

## 2.3 Junior Treasurer

You're training to be in charge of the club finances.

Duties of the Treasurer:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed
- Complete all requirements of the University at Albany Student Association to receive club funding and process requests (SA mandated Treasurer Exam)

## 2.4 Junior Secretary

You're training to be in charge record keeping.

Duties of the Secretary:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Complete Student Branch Reporting in a timely manner, ensuring submission to the national IEEE organization
- Create posters and fliers for all events
- Help complete registration forms
- Take attendance

## 3 DBoard Positions

### 3.1 Intelligence Director

In charge of intelligence. Investigate corruption in the Student Association (SA) and work with our SA insider to gain the IEEE influence and funds inside the SA. Fixes our lack of going to war with the SA problem. This position is not a joke, we are actually at war with the SA and need to investigate them. You're basically the IEEE CIA Agent

Duties of the Intelligence Director:

- Investigate Corruption in the SA.
- Work closely with our SA Insider to get info on corruption.
- Run analysis on info to find correlation between SA membership and club budget
- Generate a monthly report on what corruption you've discovered.
- Blackmail SA members with findings to get us money and support. (For legal reasons this is a joke)
- Do any other investigatory digging we need in other areas.

### 3.2 Social Media Director

In charge of social media accounts. Runs Social media accounts for on every conceivable social media for the IEEE student branch. Works closely with the Webmaster and Communications Director. Responsible for video recordings of workshops and getting them to YouTube.

Duties of the Social Media Director:

- Create social media accounts for the IEEE
- Frequently post announcements, updates, and goings on to all platforms
- Reply to questions on socials and advertise advertise advertise.
- Work closely with Webmaster to ensure website is updated accordingly.
- Work closely with Communications Director to ensure emails match advertising.
- Upload workshop recordings to Youtube and give them the appropriate descriptions.

### 3.3 Communications Director

In charge of messaging and communications. Writes the listserv emails and works with the Social Media Director and Webmaster to ensure each workshop is advertised consistently and on time. Keeps everything on schedule.

Duties of the Communications Director:

- Manage all mass messaging and communications.
- Send event emails to the listservs and the discord announcements.
- Work closely with Webmaster to ensure website is updated accordingly.
- Work closely with Social Media Director to ensure social media is putting out appropriate messaging.
- Perform any other unlisted duties related to messaging and communication.

### 3.4 Outreach Director

In charge of outreach. Reaches out to companies, professors, groups, and organizations to try and get company talks, research talks, and events like hackathons. Great way to learn how to send serious emails.

Duties of the Outreach Director:

- Reach out to companies to try and get company talks.
- Reach out to professors to try and get research talks.
- Reach out to organizations like MLH to try and get hackathons.
- Reach out to individuals to try and get talks.
- Reach out to other interesting STEM clubs to try and get club talks.
- Write a short report on your outreach at the end of each month.

## 4 Disclaimers

**JBoard is not guaranteed an Eboard position** Just to reiterate the disclaimer in section [1.2.1](#), being selected for a JBoard Position does NOT guarantee that you will receive the associated Eboard position. Eboard is elected at the end of the year by active members as per SA rules!

**Removal from positions** None of these positions have basis in the IEEE SA Constitution, The EBoard can remove you from one of these positions at any time for any reason. (But we won't unless you're seriously not doing your Job or violate rules)