

# Leadership Positions

- **President:** Oversees all club operations, responsible for public image of the club, present for all meetings, events, coordinated with club moderators
- **Vice President:** Assists President in all duties and steps in to president's role if need be
- **Career Workshop Director:** Plans entirety of career workshop, coordinates with all guest speakers and presenters, organizes all logistics including schedules for each attendee
- **Internship Director:** Creates opportunities by coordinating with potential alumni and parent employers, collects student resumes and provides feedback, matches students to employers, organizes process and sets guidelines
- **Meeting Director:** Organizes all weekly meetings, sets learning curriculum and welcomes and seeks out all guest speakers
- **Recruitment and Marketing Director:** Recruits all club members, maintains club roster, seeks to fill all club meetings and events with members, sets public image of the club through social media and on campus marketing
- **Community Engagement Director:** Maintains database of all club contacts through alumni department, tracks engagement and interest and support across all parent and alumni supporters, develops professional working relationships with supporters
- *Open to other positions, by suggestion in your cover letter*