

CPMSoc DIRECTOR

RECRUITMENT

APPLICATIONS CLOSE 23RD OCTOBER



Candidate Guide



About Us

We're the **UNSW Competitive Programming and Mathematics Society**, a student society run by and for people who love **problem solving**.

We run regular **workshops** and **competitions**, as well as social and professional events, to develop and foster a **community** of students interested in **learning** about, **participating** in, and **socialising** around competitive programming and/or competitive maths.



Available Positions

We are looking to recruit:

- 2 **Programming** Directors
- 2 **Mathematics** Directors
- 1-2 **Publications** Directors
- 2 **Marketing** Directors
- 2 **Creative** Directors
- 1-2 **Infrastructure** Directors
- 2 **Socials** Directors
- 2 **Careers** Directors



Why become a director?

Becoming a Director at CPMSoc means that you'll:

- Be a key part of an incredibly **passionate, talented, diverse and supportive team**,
- Develop yourself as a **leader** while building your **professional and technical skills**, and
- Form invaluable **friendships and memories** and have lots of fun along the way!



Changes from 2022

Since its opening in early 2021, CPMSoc has seen **enormous and rapid growth**. The 2023 executive team anticipates that the following year will be no different, which is why we are **massively expanding** the number of internal teams and positions available.

Many of the roles are new, and so this year's Directors will have a particularly large amount of **flexibility and freedom**, allowing them to **bring the best out of themselves** and to steer the society in the direction they want it to go.



Programming

Programming Directors are at the core of our programming events, mainly responsible for preparing and delivering engaging educational workshops, and collabing with other societies like CSESoc to run awesome programming contests!

Responsibilities

- Preparing and presenting frequent **educational workshops** on competitive programming.
- **Writing and preparing problems** for programming competitions, and helping to organise them.
- Providing students interested in contests such as the ICPC with **opportunities to learn, practise and compete**.
- **Recruiting and leading a subcommittee** to give them opportunities to grow, contribute and have fun.
- **Suggesting and executing new ideas** (for example, collaborating with competitive programming societies at other universities). Your imagination is the limit!

Commitment

2-3 hours per week for hands-on work (e.g. running workshops and preparing competitions),
1-2 hours per week for organisational and leadership duties, and occasional meetings.

Desired attributes

- The following are desired (but not required):
- Enthusiasm and experience with competitive programming.
 - Proficiency with algorithms and data structures in C++
 - Experience with preparing and presenting educational material.
 - Willingness to take initiative, and commitment to serving and developing the community.
 - Leadership, teamwork, organisation and communication skills.



Mathematics

Likewise, Mathematics Directors are central to our mathematics events. They are responsible for designing and running invaluable educational workshops and delivering maths competitions people don't want to miss!

Responsibilities

- Preparing and presenting frequent **educational workshops** on competitive mathematics. The format is flexible: workshops can be run similarly to lectures, but a more casual and participant-led approach is often more engaging.
- **Writing and preparing problems** for mathematics competitions, and helping to organise them.
- Providing students interested in contests such as the SMMC with **opportunities to learn, practise and compete**.
- **Recruiting and leading a subcommittee** to give them opportunities to grow, contribute and have fun.
- **Suggesting and executing new ideas** (for example, running brain teaser maths challenges). Your imagination is the limit!

Commitment

2-3 hours per week for hands-on work (e.g. running workshops and preparing competitions),
1-2 hours per week for organisational and leadership duties, and occasional meetings.

Desired attributes

The following are desired (but not required):

- Enthusiasm about and experience with competitive mathematics.
- Proficiency with mathematical problem solving.
- Experience with preparing and presenting educational material.
- Willingness to take initiative, and commitment to serving and developing the community.
- Leadership, teamwork, organisation and communication skills.



Publications

Though the Programming and Mathematics teams run events, they can't do everything. This is where you step in! Publications Directors will be responsible for producing further educational material such as blogs and videos to boost student engagement.

Responsibilities

In this newly introduced role, you may be in charge of the following:

- **Producing weekly blogs** on competitive programming or competitive maths, working closely with the Programming and Mathematics teams.
- **Publishing educational content of any form**, such as YouTube videos, podcasts, or interactive web apps.
- **Selecting and posting weekly problems** on Discord and facilitating discussion.
- **Recruiting and leading a subcommittee** to give them opportunities to grow, contribute and have fun.
- **Suggesting and executing other new ideas.** Your imagination is the limit!

Desired attributes

The following are desired (but not required):

- Enthusiasm about learning and discussing competitive programming or competitive maths.
- Experience with preparing and producing educational material.
- Willingness to take initiative, and commitment to serving and developing the community.
- Leadership, teamwork, organisation and communication skills.

Commitment

2-3 hours per week for hands-on work (e.g. writing blogs and producing other content), 1-2 hours per week for organisational and leadership duties, and occasional meetings.



Marketing

No matter how good the content we produce is, it's all for nothing if no one shows up! Therefore, it's the Marketing Team's job to promote us on social media, to make sure that people are hyped and informed, and to help maximise attendance for our events.

Responsibilities

- **Writing posts** to advertise and provide information about our events and activities.
- **Managing and posting to our social media accounts** including Facebook, Discord and Instagram.
- Capturing and promoting our activities and events through **photography and videos**.
- **Recruiting and leading a subcommittee** to give them opportunities to grow, contribute and have fun.
- **Suggesting and executing new ideas** (such as physically promoting our society on campus). Your imagination is the limit!

Desired attributes

The following are desired (but not required):

- Familiarity with social media platforms and strategies for maximising outreach.
- Good attention to detail.
- Readiness to respond quickly to requests from other teams.
- Willingness to take initiative, and commitment to expanding the community.
- An interest in competitive programming and/or mathematics, and willingness to attend out events.
- Leadership, teamwork, organisation and communication skills.

Commitment

2-3 hours per week for hands-on work (e.g. writing posts and handling requests from other team members), 1-2 hours per week for organisational and leadership duties, and occasional meetings.



Creative

CPMSoc is rebranding to...

- Have a passion for art and design? Then look no further! Creative Directors will be responsible for producing graphics, designs, and banners for all our initiatives, forging the identity of the society through their creative expression.

Responsibilities

In this newly introduced role, you may be in charge of the following:

- Producing graphics, such as banners**, for our events, initiatives and promotions.
- Designing, organising and distributing **CPMSoc merchandise**.
- Refreshing the CPMSoc brand and assets**, both digital and physical.
- Recruiting and leading a subcommittee** to give them opportunities to grow, contribute and have fun.
- Suggesting and executing other new ideas**. Your imagination is the limit!

Qualities

The following are desired (but not required):

- Experience with graphic design software such as Canva or Photoshop.
- Knowledge of graphic design principles and passion for artistic design.
- Good attention to detail.
- An interest in competitive programming and/or mathematics.
- Willingness to take initiative, and commitment to attracting the community.
- Leadership, teamwork, organisation and communication skills.

Commitment

2-3 hours per week for hands-on work (e.g. creating banners and liaising with marketing),
1-2 hours per week for organisational and leadership duties, and occasional meetings.



Infrastructure

CPMSoc in 2023 is rapidly growing larger than ever, both in members and internally. To keep up with the demand, we need fast and reliable software systems in place to help us grow, which our Infrastructure Directors will be responsible for!

Responsibilities

In this newly introduced role, you may be in charge of the following:

- **Designing and implementing software projects** such as our custom contest-hosting platform, our main website, educational software and/or anything else you deem worthwhile.
- **Automating our processes**, such as our event pipelines (including room bookings, marketing and creative requests, and attendance and feedback forms) and internal documentation systems.
- **Liaising with other teams** in the society to support their goals and fulfil their requests.
- **Recruiting and leading a subcommittee** to give them opportunities to grow, contribute and have fun.
- **Suggesting and executing other new ideas**. Your imagination is the limit!

Commitment

2-3 hours per week for hands-on work (e.g. writing blogs and producing other content), 1-2 hours per week for organisational and leadership duties, and occasional meetings.

Desired attributes

The following are desired (but not required):

- Experience with and enthusiasm about technology and/or software and web development.
- Strong intuition about project management and customer-centric design.
- Willingness to take initiative, and commitment to providing value to the community.
- Leadership, teamwork, organisation and communication skills.



Socials

Calling all fun-lovers! Your goal is to turn the idea of the ideal university social experience into a reality by running events such as BBQs, games nights, and group outings to bring everyone in the community much closer together!

Responsibilities

- **Planning and running social and community events** such as BBQs, games nights and group outings, often in collaboration with other societies.
- **Creating a welcoming and inclusive social environment** for all our members.
- Working with the execs to **organise internal events** to promote a strong team culture.
- **Recruiting and leading a subcommittee** to give them opportunities to grow, contribute and have fun.
- **Suggesting and executing new ideas** (for example, doing competitive programming while drunk). Your imagination is the limit!

Qualities

The following are desired (but not required):

- Enthusiasm to meet and socialise with members, both new and familiar.
- A fun-loving attitude!
- Experience organising and running events.
- An interest in competitive programming and/or mathematics.
- Willingness to take initiative, and commitment to serving and growing the community.
- Leadership, teamwork, organisation and communication skills.

Commitment

2-3 hours per week for hands-on work (e.g. running events and organising collabs), 1-2 hours per week for organisational and leadership duties, and occasional meetings.



Careers

Programming, mathematics and problem solving skills are some of the most sought-after in industry. The Careers Team's job will be to liaise with sponsors and run events to make sure everyone hears about and gets the opportunities they want and deserve!

Responsibilities

In this newly introduced role, you may be in charge of the following:

- **Running initiatives such as posting job opportunities**, organising networking events, distributing merchandise from sponsors, and raising awareness of sponsors.
- **Promoting opportunities** for students interested in careers in industry and/or academia.
- **Getting in touch with potential sponsors** and liaising with existing sponsors, as well as the School of CSE and the School of Maths, regarding how we can mutually benefit each other.
- **Recruiting and leading a subcommittee** to give them opportunities to grow, contribute and have fun.
- **Suggesting and executing other new ideas** (for example, organising sponsored competitions). Your imagination is the limit!

Commitment

2-3 hours per week for hands-on work (e.g. running events and talking to sponsors), 1-2 hours per week for organisational and leadership duties, and occasional meetings.

Qualities

The following are desired (but not required):

- Enthusiasm to promote and provide career-based opportunities to our members.
- Professionalism when talking to external sponsors and partners.
- An interest in competitive programming and/or mathematics.
- Willingness to take initiative, and commitment to serving and developing the community.
- Leadership, teamwork, organisation and communication skills.



Apply Now!

Fill in the online application form here:

unswcpmsoc.com/apply

Applications will close on Sunday 23rd October (Week 6) at 11pm.

Applications will be reviewed on a rolling basis. Once your application is reviewed, you'll be contacted by email in order to arrange an interview.

If you have any questions, please email **execs@unswcpmsoc.com** or contact any of the 2023 execs on Discord.

