

2012 SWE Board Position Descriptions

Outreach

Off-Campus Outreach Chairs

Join the newest branch of SWE Outreach for an opportunity to explore new possibilities and develop new goals. This committee was started last year and we've made a lot of exciting progress. We currently run an after-school, hands-on science program for grades 1-3 at Mason Elementary School. Potential new initiatives include speaking about opportunities in STEM at PTA meetings and running a reverse science fair (where we present to the kids) in a local YMCA.

Event Outreach Chairs

In the spring, the event outreach committee plans Beaverdash, an all-day high school girls and boys mystery engineering challenge. During Beaverdash, MIT students mentor groups of 4-6 to construct an apparatus out of everyday items like foam, string and cardboard boxes. The topic of the competition is revealed on the morning of. In the fall, the event outreach committee plans the Exploring Majors Fair. High school students attend a panel of MIT professors and students for an informational session about different majors at MIT. This is usually followed by a lab tour.

Girl Scouts Outreach Chairs

The Girl Scouts outreach committee hosts two series of events for Brownie Girl Scouts and Junior Girl Scouts. Two to three morning-long sessions will be held each semester, with each session consisting of fun hands-on experiments such as extracting DNA from strawberries and straw bridge building. Brownie Girl Scouts Days are held in the fall semester and Junior Girl Scout Days in the spring. Approximately 120 girls attend each session.

WISE (Women in Science and Engineering) Chairs

Multiple times a semester a small group of high school girls comes to MIT for an all day event. Activities include visiting MIT labs, completing fun hands-on activities, hearing panels of Professors and Professionals, talking to MIT students about different areas of study and learning about dealing with women's issues. The girls are matched with MIT mentors whom they can correspond with throughout the year.

Middle School Outreach

Currently, the middle school committee runs SciPro (in collaboration with TBP) in the spring and a web design competition in the fall. SciPro nurtures middle school students' interest in science through the mentoring of MIT students. Together, they develop and execute a science fair

project by the end of the program. The web design competition is a way for middle schoolers to explore new, exciting topics in science, technology, engineering, and mathematics, in an independent manner, using multimedia resources from other websites, online journals, videos, and books. They will study a subject of their choosing and design a website to reflect what they've researched, learning to integrate and present this new information in a web-based format.

Campus Relations

Internal Social Chairs

Two individuals will be responsible for planning fun bonding activities for the SWE board. This includes the Wrentham trip, dinners in Boston, ice skating, etc.

Campus Social Chairs

The Campus Social Chairs will be responsible for planning campus-wide study breaks. These events will aim to bring together the MIT community. They will also be working with the Department Liaisons to plan the semiannual Meet the Professors dinner.

Department Liaisons

The Department Liaisons will work together to help plan events that have an academic theme. These events may be panels, mixers, or study breaks. The goal is to give a chance for MIT students to meet other students with similar academic interests or faculty in that area of study. In addition, they will also be in charge of planning the semiannual Meet the Professors Dinner with the Campus Social Chairs.

Big/Lil Sib Program Coordinators

The Big/Lil Program Coordinators will be responsible for the making the Big/Little mentoring pairings and planning various bonding activities such as dinners, spa days, etc.

Membership & Development

Membership Development Chairs

Two individuals will work together in representing SWE during CPW and Orientation through heading booths at the Activities Midways and planning informational dinners. Co-chairs are also responsible for planning the logistics for the National Conference in Houston this fall such as flights, hotels, and entertainment. They may also plan topic specific events that teach skills outside of professional development. Previous experience in event organization is preferred but not required.

External Relations

These two chairs will be responsible for connecting MIT SWE with external organizations such as Boston area SWE professionals, MIT alumni, and other college students as well as other MIT women's advocacy groups such as Graduate Women at MIT. This involves communicating with these groups and planning events to promote interaction with those of different and more experience.

Marketing & Media Chairs

These chairs will attend and record pictures and video from SWE events throughout the year. This documentation will be used to promote SWE in Powerpoint presentations, videos, and an end-of-the-year scrapbook. In addition, the chairs will be responsible for publicizing SWE to the rest of the MIT community through designing and coordinating SWE apparel, developing the SWE bulletin board in the Infinite, and organizing apparel sales in Lobby 10. Experience with photography, design, and possibly MovieMaker and Photoshop are preferable.

Senior Representatives

The Senior Reps will work together to plan events that center around topics of particular interest to seniors, such as transitioning from MIT into a full-time job or grad school, personal finance after graduation, and others. Applicants for the Senior Representative positions must be seniors.

Professional Development

Professional Development Chairs

The goals of this position are to improve SWE members' professionalism and prepare members for internships and jobs in the future. Events include organizing workshops for members about improving resumes, preparing for interviews, learning how to network, and learning how to make the most out of Career Fairs. Chairs will partner with the Careers Office on many workshops, and will aim to hold 1-2 events every 2 months which will be planned out at the beginning of the semester. Chairs will be responsible for advertising events.

Corporate Relations Chairs

These individuals will bring companies to campus, with a focus on bringing in new companies and increasing the number of courses covered by those companies, to provide networking opportunities for students. The events include info sessions, panels, and personalized company events such as site tours. Chairs will also update the resume database and market it to new companies as we form partnerships with more companies. Some events will be pre-planned at the beginning of each semester, but info sessions will come up by request from companies.

Chairs will be responsible for advertising events.

Event Planning

This individual will collaborate with the other Corporate and Professional development chairs in order plan events that satisfy the needs of our members.