SCESoc Summer 2024 Directorships

Registration form: https://forms.gle/WyyE6tePLMZEVo286

If you have any questions about hiring or difficulties using this document/the google form, please contact publications@scesoc.ca.

President

Accountability Officer — *low to medium commitment, 2 needed*

The accountability officers receive complaints from the student body and executives, especially at general meetings; keeping the complainants anonymous while holding the executive team accountable.

Mentorship Coordinator — *medium commitment, 1 needed*

The mentorship coordinator will assist the president in organizing the mentorship program, help assign mentors to mentees, and interview prospective mentors.

Vice President Finance and Administration

Secretary — *high commitment, 1 needed*

The secretary must attend and record all executive and general meetings through effective meeting minutes, as well as organize and update the shared Google Drive.

Assistant Finance and Administration — *high commitment, 2-4 needed*

The Assistant Finance and Administrations will be writing funding applications and proposals, updating the ledger, and picking up on any other administrative tasks throughout the year.

Vice President Academic

Academic Event Coordinator — *medium commitment, 2 needed*

The academic event coordinators will assist with the planning and delivery of relevant and interesting events related to the academics calendar. They will help to coordinate participants so events can run smoothly; the events coordinators will work closely with each other and the VP Academic to prepare these activities.

Academic Assistant — *medium commitment, 2 needed*
The academic assistant is responsible for contacting clubs and faculty within the university to discuss future events. They will also assist the VP Academic with planning projects.

Vice President Services

Assistant Services — *medium commitment, 1 needed*
The assistant services will assist VP Services with planning the ordering and distribution of merch, office affairs, and the overall management of volunteers. They may be asked to act as a substitute for office manager. The assistant services must maintain transparency by ensuring every task that has been completed is documented, taking accountability and asking for feedback from peers when relevant, as well as keeping office documentation up to date.

Office Manager — *high commitment, 3 needed*
Each office manager shall ensure office occupants are following rules, monitor office culture, and write brief bullet point reports of the week. Additionally, they must clean the office if dirty or messy, take inventory of merch and supplies and inform VP Services if anything is needed to be purchased.

Sub-Position: Volunteer Manager
The volunteer manager will ensure all office volunteers show up for their shifts and contact volunteers to hold them accountable for missed shifts.

Sub-Position: Technical Manager
The technical manager will maintain technologies in the office, as well as provide assistance to members in utilizing office technologies.

Note: Any and all office managers have the same amount of power, those that choose to pursue a subset position will likely have more emphasis on that position's duties a opposed to a more generalized approach

Merch Director — *medium commitment, 2 needed*
The merch directors will design new merchandise for the society as needed, redesign and gather opinions on current merch designs, as well as gauge interest on potential future merch.

3D Printing Director — *medium commitment, 1-2 needed*

The 3D Printing Director(s) will learn how 3D Printing works (depending on their existing knowledge), take orders for 3D prints from members, slice and process 3D prints, as well as doing overall maintenance for the 3D printer.

Discord Bot Director — *medium commitment, 1 needed*
The Discord Bot Director is responsible for learning how to use the SCESoc Discord Bot and assisting the VP Services in maintaining and updating the bot in the server.

Vice President External

Assistant External — *medium commitment, 1-2 needed*
The Assistant External will support the VP External in planning, coordinating, and managing a variety of networking events, conferences, and other relevant activities aimed at enhancing industry connections and professional development. Responsibilities include developing targeted marketing campaigns, managing event budgets, and creating detailed logistical plans to ensure all events are executed smoothly.

Sponsorship Director — *medium commitment, 1-2 needed*
The Sponsorship Director is responsible for networking at industry events to strengthen the society's connections with external organizations and secure financial support. This role involves identifying and communicating with potential sponsors that align with the society's goals, as well as maintaining and nurturing relationships with current sponsors. The Sponsorship Director will assist in all sponsorship-related efforts, including proposal development, contract negotiations, and sponsor engagement activities.

Vice President Social

Societal Wars Director — *medium commitment, 1 needed*
The Societal Wars Director will aid in the planning of the various Societal Wars events and assist with logistics leading up to the event. They will work closely with the VP Social during the week of Societal Wars by helping to run and coordinate events.

Junior Social — *low commitment, 2 needed*
The Junior Socials will assist the VP Social in general planning tasks for events throughout the school year, and will help run events as needed.

Vice President Publications

Assistant Publications — *medium commitment, 2 needed*

The assistant publications will work closely with VP Publications to update the SCESoc website, create advertisements, provide input on branding and various projects under the Publications portfolio as needed.