

## 2013 SWE Board Position Descriptions

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### Outreach

#### WiSE (Women in Science and Engineering)

Multiple times a semester a small group of high school girls comes to MIT for an all day event. These girls visit MIT labs, complete fun hands-on activities, listen to panels of Professors and Professionals, and talk to MIT students about different areas of study and learn 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 Discovery UnliMITed in the spring and #helloworld in the fall. Discovery UnliMITed is a program to introduce middle school girls to simple but "cool" experiments and projects, and encourage interest in science, technology, engineering, and mathematics (STEM). #helloworld is a web design program to teach middle school girls the basics of web design, as well as to explore new, exciting STEM topics in an independent manner, using multimedia resources from other websites, online journals, videos, and books, and help from MIT student mentors. 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.

#### 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 and the "Exploring Engineering" Essay Competition. For the majors fair, high school students attend a panel of MIT students for an informational session about different majors at MIT. For the essay competition, high school students worldwide compete about a topic that encourages students to explore the societal implications of the STEM fields.

#### 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. Often, we collaborate with the MIT museum and the Cambridge Science Festival to put on hands on activities or panels. This committee is very open to new initiatives, with the idea that the students that need inspiration the most often cannot make it to the MIT campus.

### Girl Scout Outreach

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.

### KEYS (Keys to Empowering Youth)

KEYS sessions are held three to four times per semester for middle school girls that are interested in learning more about science and engineering. MIT student mentors bring the girls to exciting labs around campus, where professors and post-docs teach them about their research. In the past, KEYS has visited places like the Bhatia Lab and the MIT Nuclear Reactor. KEYS also invites student groups to teach the participants, like the Laboratory for Chocolate Science, OrigamiMIT, and the Solar Car and Rocket Teams on campus. The sessions also involve some kind of fun engineering challenge, like designing water-blasted rockets, pneumatic artificial arms, or the most protective egg-drop capsules. The girls and the mentors all have a lot of fun, and we all learn a lot in the process!

## **Campus Relations**

### Campus Social Chairs

The Campus Social Chairs will be responsible for planning events that aim to bring SWE and other members of the MIT community together. These events can include campus-wide study breaks or mixers with other engineering societies and student groups on campus. The chairs will be working with the Department Liaisons to plan the semiannual Meet the Professors dinner.

### Department Liaisons

The Department Liaisons will work to plan events that have an academic theme. These events may be panels, mixers, or study breaks. The goal is to allow the opportunity for MIT students to meet and develop relationships with faculty in particular areas of study or with other students that have similar academic interests. They will be in charge of planning the semiannual Meet the Professors Dinner with the Campus Social Chairs.

### Internal Mentorship Chairs

The Internal Mentorship Chairs will focus on building social and collaborative relationships within the planning board and SWE national members. They will be responsible for maintaining the Big/Little Sibling Mentorship Program by pairing members and planning related bonding activities. The goal is acquaint members outside the strict context of MIT academics and SWE initiatives and open up mutual mentorship avenues.

## **Membership**

### Membership Development Chairs

Two individuals will work together in representing SWE during CPW and Orientation through heading booths at the Activities Midways and planning recruiting dinners. Co-chairs are, importantly, responsible for planning the logistics for the National Conference in Washington D.C. this fall such as flights, hotels, and entertainment. Positions are suited for well organized, creative SWE members with a strong interest in annual conference. They may also plan topic specific events that teach skills outside of professional development. Previous experience in travel event organization/financials 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 sections. 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 apparel design, photography, publication 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.

## **Corporate Relations**

### 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 have the option to partner with the Careers Office for some events, but the emphasis will be on creative events. 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. SWE has already been contacted by dozens of companies in the last month, so there is a lot to do! This position allows you to develop your own skills interacting with company representatives and finding creative ways to connect them with SWE members. Because we are moving away from simple info sessions, innovation is critical for this position! The events include company events, panels, and site tours. Chairs will also update the resume database and market it to new companies as we form partnerships with more companies. Chairs will be responsible for advertising events.