

UNSW CSESoc

Director Roles 2018



CSESoc Executive of 2018

October 2017



Positions Available for 2018

We will be grouping the directors for 2018 into three key portfolios, so that we can focus on what we do best.

Careers:

- Professional Development Director
- Sponsored Events Director (x2) (*previously Talks*)
- Marketing Director (Careers)

Socials:

- Student Network Director
- Marketing Director (Socials)
- Social Director (x2)

Education:

- Publications Director (*previously beta*)
- CompClub Director (x2)
- Software Projects Director (*previously Dev*)
- Workshops and Academics Director

Eligibility requirements:

Applicants must be a full member of CSESoc (currently undertaking a dual/single degree associated with the UNSW School of Computer Science and Engineering), and have at least one year remaining until the completion of their degree. They must also be studying at UNSW for both sessions of the year in which they will be a director.

Selection Criteria

The selection of directors will occur through an online application, followed by an interview. Candidates will be assessed primarily on their drive, motivation and commitment to contributing to CSESoc, but attributes such as effective time management and ability to work in a team will also be a key consideration. Note that a CSESoc director position is a considerable time commitment and will require work over the course of a year, perhaps even weekends and holidays. If you are thinking to apply, make sure you will be able to remain committed to the role before you submit your application.



Careers

Professional Development Director

A large part of what we want to do this year is to ensure that students are properly equipped with the guidance and skills to attain the job they want. We are looking for someone passionate and with a clear vision to lead the development of this new area in CSESoc. Whilst we have initial visions for what we think the role will be it will ultimately be moulded by the new candidate.

Key Responsibilities:

- Work with Sponsorship Events directors to run and improve our current events in this area (Resume Workshops, Mock Interviews, LinkedIn workshops etc.)
- Develop a Career Mentoring program (potentially with sponsors/peers).
- Develop and maintain a CSESoc opportunities board to compile opportunities offered by sponsors and other affiliate organisations in one central place.
- Designing new events and initiatives that help further the career development of students!
- Lead a Career's Team with the other Directors to aid in the responsibilities above.

Commitment: There will be weekly meetings that will run between 1-2hrs and about 2-4hrs a week planning, organising and running events/initiatives with the aid of a team.

Sponsored Events Director (x2)

This year we'll be replacing the Talks role with a new role, Sponsored Events. The name change encapsulates the idea that talks is not just about talks, but rather events with sponsors in general. In addition to traditional responsibilities (liaising with sponsors to organise events, running events) Sponsored Events directors will also be responsible for guiding sponsors to tailor events more directly to students to increase attendance and impact, among other things.

Key Responsibilities:

- Work with co-presidents to communicate with sponsors to organise events.
- Work with the Marketing Director to ensure reach for sponsored events.
- Attending BBQ's to liaise with Sponsors, and advertise sponsored events.
- Planning, organising and running sponsored events, such as talks, site visits and social events.
- Diversify the current sponsorship event offerings.
- Personally guide sponsors in potential topics for talks or event ideas that will have more reach/impact on students.
- Lead a Career's Team with the other Directors to aid in the responsibilities above.

Commitment: There will be weekly meetings that will run between 1-2hrs, 2-4hrs a week communicating with sponsors and about 2-4hrs a week planning, organising and running events/initiatives with the aid of a team. Directors will need to be available for BBQ's on Wednesdays 12pm-2pm for 18s1.



Marketing Director (Careers)

By ensuring sponsors get maximum exposure to our members, we increase the likelihood that sponsors will return and with our new career initiatives, ensuring maximum impact in this portfolio. Our events are only as good as the people that attend! Part of the role will be close collaboration with the Marketing Director (Socials). We envision that the Marketing Directors will develop a great synergy that we can harness to bring CSESoc members to all of our events.

Key Responsibilities:

- Work with Career Development director/Sponsorship Events directors to plan and execute the advertisement of events to the society, through social media posts, emails, etc.
- Ensure that every sponsored event is well advertised and understood.
- Working with the secretary to ensure social events are advertised in the CSESoc Weekly Newsletter.
- Develop Facebook Banners and other promotional content for our careers events.
- Working with sponsors to ensure the correct branding and advertising preferences are given to their opportunities/events.
- Work with the other Marketing director to develop CSESoc First Year Camp shirts, hoodies & other miscellaneous items.
- Lead a Career's Team with the other Directors to aid in the responsibilities above.

Commitment: There will be weekly meetings that will run between 1-2hrs and about 4-6hrs a week planning, organising and executing the marketing of events.



Socials

Student Network Director

The Stunet program helps match first year students with mentors from older years, to help guide students in their transition to university. We believe that the Stunet program has so much potential and we believe a key area of improvement is to create closer mentor groups that meet weekly, in addition to the Stunet events currently offered.

Key Responsibilities:

- Organise and find mentors to participate in the program.
- Advertise the Stunet program to first year students with the aid of the Marketing Director.
- Ensure that mentors and students are able to meet weekly.
- Planning, organising and running social events such as Peer Mentor Welcome Party, Picnic, Boardgames Night & Final Party.
- Lead a Social Event's team with other Directors in the portfolio to aid in the responsibilities above.

Commitment: There will be weekly meetings that will run between 1-2hrs, about 4hrs a fortnight planning, organising and running events. 1-2hrs a day during the first few weeks of the mentor program.

Marketing Director (Socials)

This year, CSESoc took the first steps to this role, by creating a social media team that yielded greater member engagement in the CSE community. This year, we want to continue this legacy by appointing an enthusiastic and dynamic individual to work with the Marketing Director (Careers) to run the marketing team and help manage the marketing of the society.

Key Responsibilities:

- Work with Stunet/Social directors to plan and execute the advertisement events to the society, through social media posts, emails, etc.
- Working with the secretary to ensure social events are advertised in the CSESoc Weekly Newsletter.
- Develop Facebook Banners and other promotional content such as videos and memes for social events.
- Work with the other Marketing director to develop CSESoc First Year Camp shirts, hoodies & other miscellaneous items where needs be.
- Lead a Social Event's team with other Directors in the portfolio to aid in the responsibilities above.

Commitment: There will be weekly meetings that will run between 1-2hrs and about 4-6hrs a week planning, organising and executing the marketing of events.



Social Director (x2)

The Social directors help bring the society together in a consistent and engaging way. Through events the Social directors provide opportunities for friendships to be built and for the society to bring itself together as a cohesive whole. In addition to running previously successful events, for the upcoming year we are looking to collaborate more with other societies, diversify our event offerings (sports!) and engage and develop a strong Social Event's Team.

Key Responsibilities:

- Running the CSESoc Weekly BBQ (Wednesdays 12pm-2pm in 18s1).
- Working with the executive to plan First Year Camp.
- Ensuring CSESoc members feel welcome and included at our social events.
- Planning, organising and running our weekly/fortnightly social events such as trivia nights and cardboard nights.
- Communicating with other societies regarding collaborations and social event partnerships.
- Planning and organising major social events such as the Interfaculty Cruise.
- Working with the Stunet Director to help facilitate continued first year engagement with the society.
- Engaging different groups of people within CSESoc with different backgrounds/interest groups and ensuring they are well represented (eg. postgraduate students).
- Lead a Social Event's team with other Directors in the portfolio to aid with the above.

Commitment: There will be weekly meetings that will run between 1-2hrs and about 4hrs a week planning, organising and running events. The weekly BBQ which is 2hrs a week + prep time.



Education

Publications Director (previously β eta)

We've received feedback that β eta engagement is slowly declining, so we've decided to give it a bit of a revamp. Next year this role will be working with us, as well as a team of dedicated helpers to transition β eta into an online media newsletter which will occasionally be printed off and continue to be handed out at BBQs and our O-Week stalls. Key articles will also receive UNSW Times' style Facebook posts to better engage people with less time to read the entire newsletter.

Key Responsibilities:

- Communicate with sponsors to collaborate articles that are relevant in informing students about company cultures and career opportunities.
- Engage a variety of students, lecturers and other individuals within the computing society in order to produce various articles centred around the topics of computing, careers and student life.
- Expand β eta's reach by transforming β eta's online and social media presence i.e. posting noteworthy articles to the CSESoc Page.
- Research through collaboration with CSESoc students to ascertain topics that can relevantly inform and aid CSESoc students in their university life.
- Build and manage a team to aid with the responsibilities above.

Commitment: There will be weekly meetings that will run between 1-2hrs, 3-4 hours bi-weekly planning and delegating tasks to create and compile articles with the aid of the teams.

CompClub Director (x2)

To provide fun and enjoyable workshops to high school students. Your aim is to spark an interest in the STEM field for and what better way to do that with hands-on workshops ranging from programming, circuitry, and robotics. You will lead teams to run workshops at UNSW and be responsible for outreach programs ensuring that students get the most out the experience.

Key Responsibilities:

- Prepare Workshops for High School students (weekly and one-off workshops).
- Reach out to high schools, parents, and students to attend the free workshops.
- Manage CompClub website, servers, mailing list, bitbucket repos.
- Run CompClub development projects.
- Build a reliable team able to assist in these tasks.

Commitment: 1 - 2 hour weekly meetings in CSESoc. Approx 3 - 5+ hours over the week based on organising weekly workshops, outreach programs, acquiring hardware, managing teams, development projects, paperwork etc. (Build a team, you will need it)



Software Projects Director (*previously Dev*)

Previously the focus of the Dev Head has been to 'fix' things as they break, but moving forwards we would like to refocus this role to be more project management based. This will entail working with and managing teams working on various CSESoc projects including a website revamp, online resource platform and more. This role will be a great personal development experience for people with programming experience looking into the project management space.

Key Responsibilities:

- Planning/Execution/Management of CSESoc development projects such as Bark (card scanning app), online payments platform.
- Promoting tech initiatives for CSESoc and giving students a means to help out.
- Managing CSESoc's Github account, accepting pull requests and maintaining existing projects.
- Ensure CSESoc is engaged with its current projects and ensure regular contributions are being made through meetups/hackathons.
- Find ways for students of all skill levels to help out on projects should they desire to.
- Working with the Workshops director to introduce a regular personal project help lab program.
- Working with the secretary to ensure project meetups are advertised in the Soc Announce,

Commitment: In addition to weekly meetings, roughly 4-6 hours a week of additional work will be required to manage and promote projects, as well as attend various meetings and events required.

Workshops and Academics Director

We don't want to restrict our educational events to just workshops, but rather expand and allow more opportunities for the academic development of CSE students. This includes new areas such as programming competitions and hackathons!

Key Responsibilities:

- Organising educational events and workshops introducing students to new technologies or teaching them new skills.
- Communicating with other societies to organise collaborative educational events to offer additional educational/niche value to CSESoc's member base.
- Coordinate CSESoc member involvement in community events such as programming competitions (eg. ACM, ANZAC) and hackathons.
- Working with the Software Projects director to introduce a regular personal project help lab.
- Communicating room booking requirements to the ARC delegate.
- Ensuring events are in a publicly accessible CSESoc calendar and on Facebook well in advance of when they run.
- Working with the secretary to ensure workshop events are advertised in Soc Announce.

Commitment: In addition to 1-2hr weekly meetings, roughly 2-4 hours a week of additional work will be required to organise workshops and educational events, as well as to attend them.