



## **2021-2022 EGSO officer opening positions**

**Term Length:** Begins July 1<sup>st</sup>, 2021 and ends June 30<sup>th</sup>, 2022

\*President and Vice-President Positions are already filled!

### **Secretary**

The Secretary of EGSO is responsible for maintaining comprehensive records of the organization. This includes meeting minutes, bylaws, member lists, and member attendance at events. The Secretary is responsible for official EGSO emails.

### **Treasurer**

The Treasurer of EGSO is required to keep organized and accurate records of the organization's finances includes making a budget and acquiring majority approval from all officers, working with funding sources, maintaining the Student Organization Resource Center and external account, and approving individual event budgets.

### **Event Coordinator**

The Event Coordinators (2) of EGSO are responsible for planning events that align with the needs of the engineering graduate and professional student body. The Event Coordinators are responsible for supporting the needs of the Professional Development Officer, Social Chair, Outreach and Service Officer, and International Student Rep. and may also be asked to plan some events on their own.

They are primarily responsible for ensuring that EGSO-hosted events are executed smoothly, and that logistics are well-managed. These positions will maintain an event coordinator email address.

### **Professional Development Officer**

The Professional Development (PD) Officer is responsible for gauging and working towards meeting the professional development needs of the engineering graduate and professional student community. This may include such activities as communicating PD resources to students, polling current students on their PD needs, working with Event Coordinators on relevant PD events, and developing sponsorship opportunities for EGSO with companies. This position will require assembling a PD network committee and delegating networking tasks. The PD Officer will maintain a professional development email account.

### **Social Chair**

The Social Chair is responsible for developing ideas and plans for social events to build a strong engineering community. The goal of this position is to unify students from different disciplines and stimulating social environments for graduate engineers. This may include such activities as polling current students on their social event preferences, advise Event Coordinators on relevant social events, and help develop/plan the social events for each semester.

### **Outreach and Service Officer**

The Outreach and Service (OS) Officer is responsible for developing volunteer opportunities for the engineering graduate and professional student community. This may include such activities as polling current students on their OS interests, advise Event Coordinators on relevant OS events, advertising outreach opportunities, and building a partnership and working with a local outreach organization to create outreach opportunities for engineering graduate students. The position will maintain an outreach and service email account.

### **Representative for International Students**

The EGSO Representative for International Students is responsible for cultivating and maintaining a relationship with the international graduate and professional students in the SSOE. This position is responsible for helping EGSO meet unique needs and interests of international students. This position will maintain an organization relations email with the GSA Representative.

### **Communications Officer**

The Communications Officer is responsible for the EGSO brand, advertising events effectively, and general communication needs. The activities include but may not be limited to: creating/maintaining a website, photographing events and archiving photos, maintaining an EGSO social media presence, making advertisements and flyers, working with the SSOE Marketing Director, and organizing and purchasing EGSO merchandise.

### **Graduate Student Association Representative**

The Graduate Student Association (GSA) Representative will be proactive and cultivate a strong relationship with the GSA's of each department through the Department Representatives. The GSA Representative will attend GSA assembly meetings and be the liaison between the Department Representatives and EGSO. The GSA Representative will also oversee any department-specific programs; such as travel grants. The position will maintain an organization relations email with the Representative for International Students.

### **Department Representative**

Each department will have a Department Representative. These representatives will be advocates for their individual departments, and will be the liaison between the department Graduate Student Association (GSA) and EGSO. They will ensure that all EGSO/GSA meetings are attended, communicate with the GSA Representative when necessary, and request funds from EGSO for GSA events. They are expected to coordinate department-related portions of EGSO events (i.e. TA/RA awards, travel grants). In addition, if the department in question has no existing GSA, the Department Representative should create one with the support of EGSO.