

Extended Eboard Positions

Webmasters: (1 position starting in the spring)

main contact: Vice President

- Keeping the website up to date with all the information
- Having all pictures from the events uploaded
- Will maintain the website plugins are up to date
- Will work on various different code types to ensure the website runs smoothly

Social media director/historian (2 positions available starting in the fall)

main contact: Secretary

- In charge of our social media accounts, including: Facebook, Instagram, Twitter, and Snapchat
- Will take photos and upload them to the SHPE drive
- Updates the display case in Engineering (near rm 143)

Funding/Newsletter chair (1 position available starting in the fall)

main contact: Treasurer

- Will work towards creating an end of the semester newsletter describing the events we held throughout the year
- As newsletter chair must go to as many events as possible, in order to write about those events
- This newsletter can be used to give descriptions of each event on the website
- Will also work with the treasurer on writing grant proposals, while in communication with SHPE National and other companies

Graphic Designer (2 positions available starting in the fall)

main contact: SHPE Junior

- Responsible for creating flyers for all events and posting them around campus
- Should be familiar with Photoshop or other similar program
- Must get CEAS and Student Activities approval for the flyer
- Flyer must be done 2 weeks prior to the event being held

Freshman Ambassador (1 positions available starting in the fall)

main contact: President

- A freshmen be apart of meetings, they would give a perspective from a freshmen point of view
- Will have challenges/goals for the student to bring a certain amount of freshmen to the events
- A great opportunity to get to the know the roles of the eboard
- Most importantly looking for someone who is willing to put in the work

Event Chairs

*Note: This positions will be available for the Spring Semester**

Internship Panel (1 position)

- It's for people who would like to get an understanding of what is expected of you during an internship
- Panelists will share their own experiences and answer any questions those in attendance have
- You'll be responsible for contacting people in order to be on the panel
- Will work closely with any orgs interested in collaborating with the event
- Will come up with an agenda for what will be done during the event

LeaderSHPE (1 position)

- Is an event for all SHPE members to meet fellow alumni and network with them
- It is a great way for our members to get to know the alumni in a more formal setting
- Will be very important for both leadership and chapter development
- During this event will work closely with our grad student Gabe, and the leaderSHPE advisors Cindy and Giampolo
- You will contact alumni by sending out invitations to come to the event
- Work on a powerpoint presentation, as well as work on preparing the agenda
- Contribute to ideas on how to improve the event

Project Management & Entrepreneur Workshop (1 position)

- A panel for those who are interested in becoming a project manager
- Offers many insightful ideas and methods for approaching different real world scenarios.
- Will contact professors, and outside business, through invitation to come to the event
- Will work on a powerpoint presentation, as well work on an agenda for the event

Senior Design Panel (1 position)

- This event gives students the ability to learn about senior design, as well as panelists to show off what they have accomplished
- During this event students will have the opportunity to talk to professors in a laid back environment, and get to know them
- Will have to contact professors, and student through invitation to come to the event
- Will work on a powerpoint presentation and give a description of each group attending
- Come up with an agenda for the event, work closely with any other orgs who work with us

Pre-College Day (1 position)

- This event is for high school students to come to stony brook and learn about college, and STEM related majors
- We will give them a tour of the campus, give workshops of working with arduino, 3D design and printing
- Will work closely with our SHPE Junior Chair Jared Ocasio
- Contact schools through invitation to see if they are interested
- Work on powerpoint presentations, as well as an agenda for the event
- If holding a panel contacting students to be on the panel itself



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SHPE

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EMPOWERING COMMUNITIES
IMPACTING THE WORLD