

## Position Description

**Position Title:** Chair, ASME E-Fest Careers Subcommittee

**Position Type:** Elected Volunteer

**Reporting committee:** ASME E-Fests® Steering Committee (EFSC) of the American Society of Mechanical Engineers (ASME)

**Term of Position: 1 year, renewable up to two times**

Term Start Date: January 2021\*

Term End Date: June 2021

\*This is a new position starting midway through a fiscal year. Renewable terms shall be for a period of a full year, starting in July 2021.

### **Position description:**

This is a new position on the ASME E-Fests® Steering Committee (EFSC).

The EFSC is responsible for strategy, planning, and execution of ASME E-Fests® and related events (such as ASME E-Fests® events) – both in person and digital.

The Chair, ASME E-Fest Careers Subcommittee will be responsible for leading a team of volunteers for the successful development and execution of the annual ASME E-Fest Careers virtual event and any ancillary events connected to ASME E-Fest Careers. The successful candidate will leverage their leadership skills and experiences in planning and executing virtual events and/or conferences to enable ASME to deliver an E-Fest Careers that serves the career development needs of students and early career engineers on an annual basis.

ASME E-Fests® Steering Committee events and programs include:

- Live, face-to-face, ASME Engineering Festivals® held around the world
- ASME E-Fest Digital
- ASME E-Fest Careers
- Live and virtual ASME E-Fests® events
- ASME E-Fests® virtual content on social media

Visit <https://efests.asme.org/> for more information on ASME E-Fests® programs.

### **Responsibilities of the Chair, ASME E-Fest Careers Subcommittee include in part:**

- Serves as a passionate and energetic advocate for providing career development opportunities for student and early-career engineers
- Works closely with the Chair of the EFSC to drive strategic objectives of the E-Fest programs
- Works in conjunction with ASME programs staff to develop event programs, seeking speakers and content contributors, content review, and provide production oversight of event technology and logistics.
- Creates best practices for event development in alignment with ASME policies and rules.
- Recruits volunteers into, and leads, the ASME E-Fest Careers Subcommittee in support of necessary functions and roles.
- Works closely with ASME staff, volunteer committee members, and volunteer leadership
- Interacts with a diverse global student and early career population in a meaningful and impactful manner
- Contributes as a member of the ASME E-Fests® Steering Committee

**Role within Society Governance:**

The Chair, ASME E-Fest Careers Subcommittee will be a voting member of the ASME E-Fests® Steering Committee (EFSC) and the ASME E-Fest Careers Subcommittee, within the Student and Early Career Development (SECD) Sector of ASME.

**Candidate Qualifications:**

Candidates should have prior experience leading, or contributing in a leadership capacity, to the development and execution of virtual events. Candidates preferably should have served in a leadership position within an ASME section, division, or committee, or in another volunteer organization serving students or early career professionals. Written fluency in languages other than English is an asset.

**Important Skills and Qualities Necessary:**

- Highly organized
- Clear communication in English
- Ability to motivate and excite others
- Volunteer leadership
- Problem solving
- Time management

**Type and Frequency of Communication Necessary to Fulfill This Position:**

Email (weekly)

EFSC conference calls (1 hour per month)

ASME E-Fest Careers Subcommittee conference calls (as determined by the Chair)

**Travel Requirements\*:**

Meeting: Up to two meetings in-person of the ASME E-Fests® Steering Committee

Duration: Typically, two days over a weekend per meeting

Location: Changes annually; events are typically held within North America

Support: Travel and accommodations per ASME Society Policy P-4.6 and allowable expense allocation

**Additional Details:**

Is ASME membership required? No

Website for further information:

<https://efests.asme.org/>

**Contact Information:**

Name: Twish Mehta

Title: Chair, ASME E-Fests® Steering Committee

Email: [efests@asme.org](mailto:efests@asme.org)

Email subject: Application for Chair, ASME E-Fest Careers Subcommittee

**Application Deadline:** January 31, 2021 at 11:59pm EST

**Application Instructions:** Submit the following Candidate Proposal Form and your resume to the contact listed above before the application deadline.

**Candidate Proposal Form**  
**ASME E-Fests® Steering Committee**

**Information:**

Positional Applying For: Chair, ASME E-Fest Careers Subcommittee

Today's Date: \_\_\_\_\_

Nominee Name: \_\_\_\_\_

City of Residence: \_\_\_\_\_

Country of Residence: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Current ASME Membership Grade: \_\_\_\_\_

Current Employer and Job Title: \_\_\_\_\_

**Qualifications** (Insert additional typing space as needed)

Describe and/or list your experiences and leadership positions which have prepared you for this position.

**Response:** \_\_\_\_\_

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Describe and/or list your prior work in continuously improving programs and events, particularly student programs and events.

**Response:** \_\_\_\_\_

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Brief biography of information you would like the selection committee to know.

**Response:** \_\_\_\_\_

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What goals would you propose to achieve within this position?

**Response:** \_\_\_\_\_

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Describe how you will ensure that an ASME E-Fest Careers event is planned out well and executed successfully.

**Response:** \_\_\_\_\_  
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