

Position Description

Position Title: Member-at-Large, Student Section Enterprise Student Liaison

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 Member-at-Large, Student Section Enterprise Student Liaison will be responsible for collecting and gathering voice of customer information and feedback from student and early career stakeholders of the EFSC programs, including the ASME Student Section Enterprise Committee (SSEC), and serve as a communications conduit between the EFSC and the SSEC. The successful candidate will leverage their recent experiences and connections as an ASME student volunteer to ensure that feedback from student stakeholders is effectively shared and incorporated into EFSC programs, and to ensure that student stakeholders are empowered to participate in, contribute, and engage with EFSC programs.

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 Member-at-Large, Student Section Enterprise Student Liaison include in part:

- Serves as a passionate and energetic advocate for building the community of 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 the Chair, ASME Student Section Enterprise Committee to drive engagement of the student volunteer community with E-Fest programs
- Engages with student members of the SSEC to solicit feedback and ideas for EFSC programs and to encourage participation and contributions of student volunteers to EFSC programs.
- 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 Member-at-Large, Student Section Enterprise Student Liaison will be a voting member of the ASME E-Fests® Steering Committee (EFSC) within the Student and Early Career Development (SECD) Sector of ASME. They will also serve as a non-voting observer of the ASME Student Section Enterprise Committee within the Member Development and Engagement (MDE) Sector of ASME.

Candidate Qualifications:

Candidates should have prior experience serving on or collaborating with the ASME Student Section Enterprise Committee, and experience performing continuous improvement work with an on campus or off campus event. Candidates preferably should have served in a leadership position within an ASME student section or in other student organization. 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
- Customer service and collaboration

Type and Frequency of Communication Necessary to Fulfill This Position:

Email (weekly)

EFSC conference calls (1 hour per month)

ASME E-Fest attendance (in person or virtual) (minimum 1 per year)

Travel Requirements*:

Event: Up to one live, face-to-face, ASME E-Fest per year, when travel reimbursement is available

Duration: Typically, 1-3 days over a weekend plus travel time.

Location: Changes annually

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

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

Email subject: Application for Member-at-Large, Student Section Enterprise Student Liaison

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: Member-at-Large, Student Section Enterprise Student Liaison

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: _____

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

Response: _____

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

Response: _____

What goals would you propose to achieve within this position?

Response: _____

Describe how you will interact with, solicit feedback, and empower members of the ASME student volunteer community to engage with and contribute to EFSC programs.

Response: _____
