

Position Description

Position Title: Member-at-Large, Social Engagement

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, Social Engagement will be responsible for leading the effort to drive increasing engagement of students and early career engineers around the world with ASME E-Fests® programs by leveraging a team of micro volunteers. The successful candidate will leverage their personal and public social media presence to share information and content posted by ASME Staff pertaining to these programs and empower others to do so as well.

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, Social Engagement 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 ASME Social Media staff to drive engagement of the student and early career community with E-Fest programs
- Creates best practices for social engagement in alignment with ASME policies and rules.
- Recruits volunteers into, and leads, the Student Ambassador program to help drive engagement.
- 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, Social Engagement will be a voting member of the ASME E-Fests® Steering Committee (EFSC) within the Student and Early Career Development (SECD) Sector of ASME.

Candidate Qualifications:

Candidates should have prior experience driving engagement for events and digital programs using live and digital methods, including social media. Prior engineering program experience is not required for this position but is preferred. Candidates preferably should have served in a leadership position within ASME or in other organizations, including experience with student groups or local chapters of organizations. Written fluency in languages other than English is an asset.

Important Skills Necessary:

- Highly organized
- Clear communication in English
- Ability to motivate and excite others
- Volunteer leadership
- Creativity, innovation, and patience to work within an established framework
- Social media skills

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, Social Engagement

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, Social Engagement

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 building engagement for programs and events, particularly student and early career engineering 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: _____

List your publicly viewable social media handles and/or links to pages or URLs that you manage. Do not include private handles or accounts.

Response: _____

