

SWE OFFICER APPLICATION

This application must be submitted electronically to **secretary@swetamu.org** and received by **TUESDAY, APRIL 20th at 11:59 pm**. You will receive a confirmation email within 24 hours. If not, please resend your application. Descriptions of the open positions are on the following pages.

Please rename your application **FirstNameLastName_Fall2021SWEOfficerApp.pdf**.

APPLICANT INFORMATION	
Name:	Email:
Major:	Class:
Phone:	Cumulative GPA:
SWE OFFICER POSITION	
Present SWE Officer Position:	Previous SWE Officer Position(s):
SWE officer position(s) applying for: (Please list in order of preference)	
1)	
2)	
3)	
SWE INVOLVEMENT	
List any activities, committees, or events you have been involved in within SWE.	
GOALS	
List below one (1) goal you have for each position you are applying for:	
1)	
2)	
3)	

List below three (3) goals or ideas you have for SWE overall:

1)

2)

3)

QUESTIONS

Talk about a time you took initiative. (200 Word Limit):

What's unique about you? (200 Word Limit):

Attach a picture. Explain what it means to you. (200 Word Limit):

LEADERSHIP & OTHER COMMITMENTS

List any leadership roles that you currently hold/previously held outside of SWE:

List other commitments that you currently have and will maintain in the next semester:	
Do you have a car? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of applicant	Date
<p>Note: Each interview will be no more than 10 minutes in duration. Interviews will be conducted from Friday, April 23th to Saturday, April 24th, over Zoom. You will receive an email by 5 pm on April 21st if you are selected for an interview, and you will be able to choose a time that fits your schedule.</p> <p style="text-align: center;">The officer transitions will begin on April 25th.</p> <p style="text-align: center;">Please email Emma Rader at secretary@swetamu.org if you have any questions or concerns!</p>	

POSITION DESCRIPTIONS

FLAME (1 chair)

Purpose: Facilitate a mentorship program between undergraduates and professionals

- a) Organize two luncheons per semester
- b) Organize one professional development workshop for the mentees per semester
- c) Recruit new mentors
- d) Effectively oversee communication between participants and ensure participation
- e) Host a Skype or conference call with mentors

Membership (1 chair)

Purpose: Provide information and updates about SWE opportunities to all members

- a) Manage the SWE Listserv
- b) Combine, finalize, and email all announcements to SWE members via listserv
- c) Track attendance at all the general meetings in Google Spreadsheets
- d) Update all SWE points and keep track of membership levels
- e) Keep track of membership statistics

- f) In charge of the Alumni LinkedIn Group
- g) Organize Alumni 1 alumni event per semester

Public Relations (1 chair)

Purpose: Advertise SWE and SWE events through various methods

- a) Promote each general meeting creatively
- b) Organize a committee to help publicize SWE
- c) Update and manage the SWE website – including weekly updates to the SWE Homepage
- d) Set up and supervise the SWE booth for the Fall and Spring Open House
- e) Create the annual slideshow at the Spring Banquet
- f) Make a SWE scrapbook
- g) Collect resumes to send to companies

SWE Representative (1 chair)

Purpose: Act as a liaison between societies and SWE

- a) Serve as a liaison between SEC and SWE
- b) Serve as a liaison between WE and SWE
- c) Attends all SEC Meetings (must be free Monday evenings)
- d) Advertise and solicit help for SWE events
- e) Organize SWE representation in SEC events
- f) Attend WE meetings with Shawna
- g) Organize SWE representation in WE events
- h) Organize a committee of 3-5 members to help plan events

Socials (2 co-chairs)

Purpose: Provide members with opportunities to socialize and meet other members and new people

- a) Plan and organize the Annual SWE Banquet
- b) Organize two social events for SWE per semester (one being the Spring Banquet)
- c) Organize two joint socials with other organizations.
- d) Coordinate food and refreshments for all SWE meetings and social events
- e) Coordinate the Big/Little Program

High School Conference (3 co-chairs)

Purpose: Host a conference that will introduce high school students to engineering as a career

- a) Organize and plan the entire conference
- b) Work and communicate with the SWE executive board, university departments, companies and volunteers in a professional and timely manner
- c) Aim to ensure high school students are educated about the value in attaining an engineering degree
- d) Introduce high school students to the opportunities available at Texas A&M University, particularly through the Dwight Look College of Engineering

SWE Outreach (2 co-chairs)

Purpose: Inspire young students to pursue engineering through a mentorship program and small projects/events at local elementary and middle schools.

- a) Recruit for and preside over outreach committees
- b) Establish a connection with local elementary and middle schools where SWE members can demonstrate experiments and interact with young girls regularly throughout the semester
- c) Each co-chair will work with a different set of students, one with elementary and one with middle school
- d) Recruit mentors for the mentoring/tutoring/experiment demo program that works with a local elementary school
- e) Coordinate SWENext events

SWElites (2 co-chairs)

Purpose: Recruit and manage a group of freshmen and encourage their involvement in SWE.

- a) Form a committee of selected freshman candidates
- b) Appoint 5-10 SWElites Counselors
- c) Delegate and help the SWElites organize recurring professional development, fundraising, service, and social events each semester
- d) Host biweekly meetings for the SWElites to attend
- e) Find a conference/retreat/plant visit for the SWElites to attend once per semester
- f) Establish a point requirement and track their points/attendance

Professional Development (2 co-chairs)

Purpose: To enhance the professional development of members

- a) Collaborate with the Vice President of Corporate Affairs in planning industry events
- b) Organize Dinner & Design logistics
- c) Organize professional development workshops and events
- d) Host 4 Build-U workshops pertaining to each of the 4 tracks: Find My Fit, Technology, Certification, and ExCEL (Exiting College Engineering Life)
- e) Increase the education of members for opportunities available (e.g. graduate school informational meetings, professor/research lunch & learns)

STEMFest (1 chair)

Purpose: Plan and execute a daylong event for Girl Scouts.

- a) Organize activities geared towards elementary, middle school, and high school students
- b) Maintain constant communication with the SWE Executive team and Girl Scouts of Central Texas c)
Oversee a committee and track attendance
- d) Oversee all communication between student organizations, Girl Scouts of Central Texas, and SWE
- e) Delegate committee tasks between sub-committees: Logistics, Contact, and Design sub-teams