

IISE Officer Positions and Roles

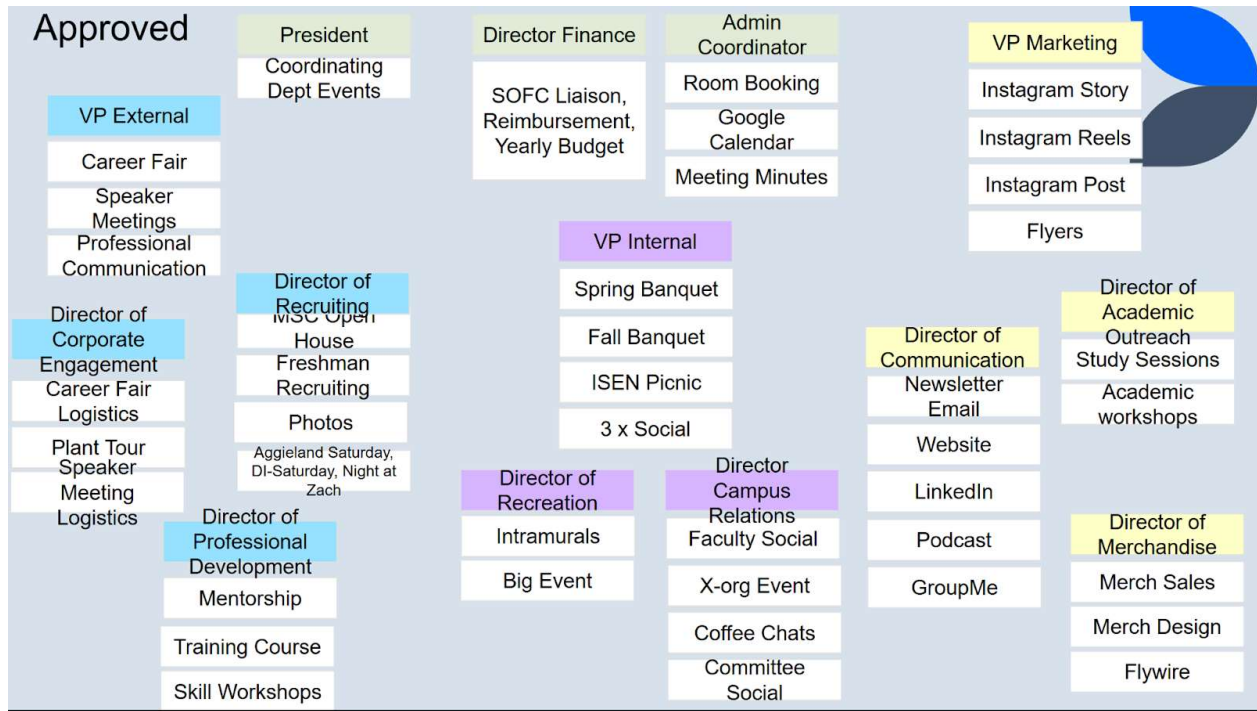


Figure 1: Layout of Responsibilities

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Expectations

- Attend all IISE Events hosted and officer meetings. Excuses will be handled on a case-by-case basis by the president.
- Help with fall and spring career fair.
- Attend Regional conference *tentative date February 2027*
- Communicate with all officers, faculty, staff, and members in a professional manner. Uphold A&M's core values in all interactions.
- Attend Officer Retreat

President

- Oversees all officer teams and ensures smooth coordination.
- Works with the department to organize events and keeps the faculty advisor informed of team activities.
- Provides support to all three branches and facilitates officer meetings.
- Hosts the kickoff event and all officer meetings.

Director of Finance

- Manages the annual budget, ensures timely reimbursements, and oversees card terminal operations.
- Serves as the liaison to the Student Organization Finance Center (SOFC).

Administrative Coordinator

- Handles room bookings for all events and maintains a spreadsheet of reservations and their statuses.
- Updates and manages the officer, committee, and general membership calendars.
- Records and distributes meeting minutes for officer meetings.

External Branch

Vice President External

- Leads the coordination of both career fairs and all speaker meetings each semester.
- Communicates promptly and professionally to companies via iise.external@tamu.edu and/or personal @tamu.edu account. Main point of contact for sponsors and companies.
- Oversees and supports all officers in the External Branch.
- Schedules and leads External committee meetings.

Director of Corporate Engagement

- Provides logistical support for career fairs and speaker meetings.
- Works closely with the VP External to execute both career fairs and all speaker events.
- Plans and coordinates one plant tour per semester.
- In years not hosting conferences, will take point on planning both regional and national conference trips.

Director of Professional Development

- Focuses on enhancing students' professional growth.
- Organizes, promotes, and hosts IISE training courses.
- Oversees the mentorship program and develops workshops to improve members' soft and technical skills.

Conference Chair*

- Leads the planning of the Spring Regional Conference, including developing the agenda, securing guest speakers, and promoting the event.
- Assists with the Fall Career Fair but is not involved in the Spring Career Fair.

Conference Logistics Coordinator*

- Assists the Conference Chair with planning the Regional Conference.
- Manages delivery schedules, room and facility bookings, transportation, merchandise, and event volunteers.
- Supports the Fall Career Fair but is not involved in the Spring Career Fair.

* Role will only be filled in a year where Texas A&M University is hosting the Regional Conference.

Internal Branch

Vice President Internal

- Oversees the planning of the Fall and Spring Banquets, ISEN Picnic, and social events.
- Supports and guides officers in the Internal Branch.
- Schedules and leads Internal Committee meetings.

Director of Recreation

- Organizes and recruits for intramural sports teams (with the help of selected committee members).
- Coordinates and promotes IISE's involvement in The Big Event.
- Assists with other internal events as needed.

Director of Campus Relations

- Strengthens relationships with faculty and other student organizations.
- Plans a faculty social.
- Organizes Coffee Chats with professors and a committee social once per semester.

Director of Recruiting

- Leads recruitment efforts, including promoting kickoff meetings and representing IISE at MSC Open House and ISEN welcome events.
- Organizes Freshman Recruiting activities such as DI Saturday, Aggieland Saturday, and Night at Zach.
- Captures photos and videos for promotional materials at all IISE events

Marketing Branch

Vice President of Marketing

- Leads IISE's marketing efforts, including Instagram posts, stories, reels, and event flyers.
- Oversees and supports all officers in the Marketing Branch.
- Schedules and leads Marketing Committee meetings.

Director of Communications

- Sends out the weekly email newsletter and updates the IISE website as needed.
- Maintains the LinkedIn page, organizes the podcast, and moderates the GroupMe.

Director of Merchandise

- Designs and orders IISE and ISEN merchandise.
- Manages inventory and oversees merchandise pop-up sales.
- Orders officer name tags and polos.

Director of Academic Outreach

- Organizing of study/academic improvement sessions
- Hosting academic improvement workshops