**2024-2025 IISE Officer Application**

DUE DATE: Monday March 25, at 11:59 PM

Email application to [iise@tamu.edu](mailto:iise@tamu.edu)

**Include “IISE Officer Application” in the subject line**

**Standard Information:**

|  |  |
| --- | --- |
| **Name (Last, First)** |  |
| **Email** |  |
| **Phone Number** |  |
| **IISE Member Number** |  |
| **UIN** |  |
| **Month and Year of Graduation** |  |
| **GPA > 2.0? (Yes/No)** |  |

**Current Information:**

1. **Please list any ISEN courses you have taken thus far:**
2. **How many hours will you be taking next semester?**
3. **Please list all of the courses you will be taking next semester:**

1. **Please list all of the organizations you will be involved in next semester and each of their time commitments:**
2. **List any previous and current leadership positions you have held.**
3. **How many hours per week are you willing to devote to an officer position in IISE**?
4. **List the IISE events you have attended this past academic year.**

**Positions Available:**

External: Corporate relations and events

* Vice President External – manage career fairs and corporate relations (contact companies, manage logistics of Fall and Spring career fairs, plan speaker meetings, organizes mentorship program)
* Director of Professional Events – organize tours, certifications, workshops, trip to IISE conference(s), etc.)

Internal: Matters directly relating to IISE members

* Vice President Internal – manages IISE’s relation with other university entities, plan joint-socials with other organizations, ISEN department, etc.
* Administrative Coordinator – book rooms for events and manage check-in at events
* Director of Merchandise – design, order, manage, and sell ISEN/IISE merchandise
* Director of Internal Development – plan socials for only IISE members

Virtual: IISE’s virtual presence

* Director of Virtual Presence – updates IISE social media and website, write weekly newsletter
* Outreach & Awareness Representative – creates and distributes advertisements for IISE events

Finance: managing finances

* Director of Finance – handles all financial matters for IISE

**Rank your preferred positions (1 being your first choice):**

Write a short summary of why you chose each position and why you are the ideal candidate.

First Choice:

Second Choice:

Third Choice:

**General Questions:**

1. Describe actions you have taken that demonstrates active involvement in IISE. Explain why you are interested in IISE and how you might provide future leadership or changes to the organization. Please emphasize what characteristics make you stand out as a leader.
2. Please give an example of a time when you set a specific goal. Discuss how you planned to accomplish it and what motivated you to achieve it.
3. Describe how you manage your time on a day-to-day basis in order to accomplish tasks before their established deadlines.