



Civil & Environmental Engineering Students' Society
2023-24 Volunteer Positions

PORTFOLIOS:

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[Director of Equity, Diversity, Inclusion and Decolonization \(EDID\)](#)
[Academic Representative](#)

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[Photographers](#)
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COORDINATION

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FINANCE & OPERATIONS

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STUDENT LIFE

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PRESIDENT

Director of Equity, Diversity, Inclusion and Decolonization (EDID)

The Director of EDID will ensure that the CEES functions inclusively and equitably in all initiatives, events, and other projects. They will support and learn from existing EDID roles and groups (i.e., Diversity in Engineering (DivE)) in the faculty and on-campus to help establish this role within the club. Key projects include:

- Developing inclusivity training for CEES volunteers
- Utilizing student feedback to:
 - Ensure events and recruitment are accessible and inclusive
 - Advocate for EDID-related issues to the department and other campus groups

Note: 1 position available

Academic Representative

The Academic Representative will support faculty-wide academic initiatives while advocating for Civil & Environmental students. They will support the President in acting as a voice for academic issues within the department. They may have the opportunity to support department-led academic programs.

Note: 1 position available

COMMUNICATIONS

Director of Outreach

The Director of Outreach assists the VP Communications in managing digital and physical marketing for the club. Duties include:

- Assisting with social media branding and posting
- Maintaining the CEES website and ensuring it is kept up to date
- Helping to manage the Graphic Designers and Website Coordinators

Note: 1 position available

Graphic Designer

The Graphic Designer will create visually appealing designs, including posters, banners, Instagram posts, etc.

- Creating physical and digital advertisements for the club
- Ensure all designs align with the CEES identity and adhere to any branding guidelines

Note: Up to 3 positions available

Assistant Editor

The Assistant Editors assist the VP Communications with the Civil Engineering Journal and CEES newsletter.

- Creating and supporting the development of 'articles' for the Journal, including the collection of its contents, editing, and potential writing or design (if desired)
- Curating the CEES newsletter based on submitted content

Note: 2-3 positions available

Photographers

Photographers assist the VP Communications by photographing events.

- Attending CEES events
- Photographing CEES events and collecting content for social media

Note: Up to 3 positions available

Website Coordinator

The Website Coordinators will update website information and ensure that contents are up-to-date. This includes supporting the VP Communications by:

- Staying informed about website design trends and best practices for continuous improvements
- Uploading engaging and relevant content, including articles, announcements and resources

Note: 1-2 positions available

COORDINATION

Director of GEER Week

The GEER Week Directors are in charge of organizing participants for each GEER Week event, such as:

- Promoting and managing GEER Week events
 - Filming the CEESG GEER Week Movie
 - Organizing a band for the Battle of the Bands
 - Collecting canned goods for donations
 - Blood drive
 - etc.
- Ensuring CEESG participants comply with GEER Week rules in preparation for and during an event
- Helps manage GEER Week Committee Members

Note: 2 positions available

GEER Week Committee members

The GEER Week Committee will help the GEER Week Directors organize the submissions for GEER Week.

- Assists with the promotion of GEER Week and encourages participation within the civil and environmental student body

Note: 2 positions available

Sports and Recreation Coordinator

The Sports Coordinator promotes sports and recreational activities on campus to CEESG students.

- Assists students with putting teams together for various intramural sports and helping them find other students to fill their teams
- Ensures that CEESG members interested in sports and recreation can sign up through IMLeagues
- Attends all UAlberta Intramural Council meetings (once a month) and forwards any important information to the students or relevant teams
- The Intramural Council will require the 'Unit Manager' to become part of an intramural sport committee (a decision-making group within the Council)

Note: 1 position available

Sustainability Coordinator

The Sustainability Coordinator will promote sustainability within the CEES.

- Ensures the club is acting in a sustainable manner
- Conducts monthly sustainability audits of the club and its activities
- Cares for the NREF trees (coordinated with the Department)
- Brainstorms additional sustainability efforts the club could develop or be involved with

Note: 1 position available

Year Representatives

Each year representative will be in charge of increasing participation in CEES events within their respective year and moderating discord channels. This may include classroom announcements, sharing posts to their year's Facebook Pages, etc.

- Verifying and Moderating in the CEES Discord
- Working with VP Communications to ensure events are being advertised to students
- Working with VP Coordination to plan academic support events via Discord

Note: 1 representative position is available per year (including first year)

TECHNICAL

Technical Director

The Technical Director works to help plan and implement technical and networking events for the club.

- Help the VP Technical coordinate with industry for CEESS events and sponsorship
- Oversee technical event logistics such as event submission and venue or room bookings
- Brainstorms technical services or events the CEESS could create or be involved with
- Helps manage the Technical Projects Coordinators

Note: 1 position available

Technical Projects Coordinator

The Technical Projects Coordinator will support the implementation and development of technical initiatives for the club and attend events where required.

Note: 2 positions available

CSCE Undergraduate Representative

The CSCE undergraduate representative will represent undergraduate students on the executive committee of the CSCE Edmonton Section.

- Attend monthly CSCE meetings (held on the last Thursday of every month)
- Stay informed on what the CEESS and the CSCE are planning and act as a liaison between groups
- Supports the CSCE's monthly dinner meeting and helps get students involved in other CSCE events
- Helps get students engaged in the CSCE

Note: 1 position available

FINANCE & OPERATIONS

Director of Finance & Operations

The Director of Finance and Operations will work with the VP Finance & Operations in managing the club's operating budget and office space, keeping forms and spreadsheets up to date, and attending events where required.

- Assists in managing the operation budget for CEES
- Ensures all spreadsheets are up-to-date and all costs are recorded
- Organizes reimbursements to other CEES volunteers
- Helps oversee Operations Coordinators

Note: 2 position available

Graduation Director

The Grad Directors are in charge of planning and creating an amazing graduation banquet.

- Plans the graduation banquet, including managing:
 - Fundraising efforts, including securing sponsorships and events (bake sales, etc.)
 - All venue decisions including place, food, presentations and DJ
 - All advertising and ticket selling efforts
- Coordinates with other disciplines and groups in the faculty on potential collaborative events
- Supervises Graduation Committee Members

Note: 2 positions available

Graduation Committee Member

The Grad Committee will be responsible for helping the Grad Directors plan and organize the Grad Banquet. Committee members do not necessarily need to be in their graduating year, however, preference will be given to those who are.

Note: Up to 4 positions available

STUDENT LIFE

Director of Social Events

The Director of Student Life works with the VP Student Life to help plan and implement social events for the club.

- Organizes event logistics, such as event submission and room/venue bookings

- Brainstorms student life services or events the CEES could create or be involved with
- Assists with planning the Merch Sale and ensuring it runs smoothly
- Organizes food for events when required

Note: up to 2 positions available.