**Event Coordinator** Job Description

**OVERVIEW:**

IEEE ListServ Systems Coordinator monitors the use and currency of the ListServ Systems system for the Section in a way that ensures its continued utility. This position will provide a day-today review and supply any needed administration and assistance of Officer’s use of the section's ListServ Systems.

[**https://listserv.ieee.org**](https://listserv.ieee.org)

The usual term of office for the position of **IEEE ListServ Systems Coordinator** is one year. Term of office begins in January and ends at the end of December with the possibility of reappointment. The time needed to fulfill this volunteer position is approximately 4 to 5 hours per week.

**ROLES:**

* Serves as a member of the IEEE Section Communications Committee
* Preside in all ListServ Systems matters at section meetings
* Represent the Section at IEEE gatherings, particularly relating to the IEEE SEM ListServ Systems activities
* Upon request, represent the Section at Regional Committee Meetings.

**DESCRIPTION OF RESPONSIBILITES:**

* Coordinates with the Director of Membership on a regular basis (1/Month typical) to ensure that all the ListServ systems are coordinated with the most current SAMIEEE membership data available.
* Maintains the appropriate ListServ systems and associated tracking documents.

 [**http://oc.ieee.org/usercontent/1/3/334230001/1535/ListServ\_SEM\_Status.xls?dl**](http://oc.ieee.org/usercontent/1/3/334230001/1535/ListServ_SEM_Status.xls?dl)

* Monitors and measures the ease of use and success of the ListServ Systems site, (i.e. number of users, number of entries, resource assistance requests, and events within the ListServ Systems system for the Section etc.), and provides regular (monthly) written reports to the Communications Committee.
* Receive and respond to all e-mail messages for the ListServ Systems Coordinator in a timely and courteous fashion
* Assist and manage access rights of different users on the ListServ Systems site.
* Maintain ListServ Systems resources, and coordinate with the Section Secretary and Section Webmaster to ensure that all Section entries in the ListServ Systems and SEM Web Calendar and are coordinated and up-to-date.
* Coordinates with other IEEE SEM officers to ensure successful coordinated conversation, training and education in the use of the ListServ Systems.
* Attend Section Communications (ComCom) and Executive Committee (ExCom) meetings regularly for information exchange and/or action.
* Be aware of Section's operations and their needs for use of the ListServ Systems system.

**ELIGIBILITY:**

Must be an IEEE Student Member, Graduate Student Member, Member, Senior Member or Fellow grade in good standing and reside within the geographic boundaries of the Section.

**QUALIFICATIONS & SKILLS:**

* Honesty, integrity and adherence to high ethical standards
* Ability to dedicate service to the IEEE while maintaining balance with professional and personal life
* Be willing and able to contribute positively to the decision-making process of the IEEE
* Understand the sometimes conflicting interests of the various constituencies of the IEEE and to act in the interest of all Section members and the general public
* Ability to meet deadlines and to respond to communications in a timely fashion
* Attention to detail and strong organizational and communication skills
* Preferred 1 year experience working with the ListServ Systems system.
* Good communication skills, both oral and written are essential
* Must stay up-to-date on the online community space.

**ESTIMATED TIME REQUIREMENTS:**

**4 – 5 hours per week** - this number may vary depending on the number of active members and/or activities within the ListServ Systems system.

**In–Person meetings -**Section Communications Committee and/or Section Executive Committee meetings

1-4 face to face and 10-12 conference call meetings per year (typical schedule).

**REIMBURSED EXPENSES:**

Ordinary and necessary pre-approved IEEE travel expenses are reimbursed in accordance with IEEE policies or the budget of a given IEEE Committee or Section.

**CONTACT:**

IEEE Section Communications Committee Chair

(Refer to the IEEE SEM Officers Roster)

**Section Mission**

Inspire, Enable, Empower and Engage Members of IEEE at the local level.

For the purpose of:

* Fulfilling the mission of IEEE
* Enhancing the members’ growth and development throughout their life cycle
* Providing a professional home

**Section Goals**

* Increase member engagement
* Improve relationships with and among members
* Increase operational efficiency and effectiveness, within the section and its interfaces
* Enhance collaboration – serve as the local face of IEEE to the community
* Increase membership
* Ensure the collection of appropriate information necessary to assist the IEEE to become a data driven organization