**SEM e-Wavelengths Coordinator** Job Description

**OVERVIEW:**

IEEE SEM e-Wavelengths Coordinator will maintain and update the IEEE SEM system for the Section membership in order to ensure that information on the site is current and relevant to activities within the Section and neighboring Sections. This position will provide a day-today review and supply any needed administration and assistance of Officer’s use of the site.

The usual term of appointment for the position of SEM e-Wavelengths 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:**

* Maintain, update and improve the overall operation of the e-Wavelengths
* Serves as a member of the IEEE Section Communications Committee
* Preside in all matters at section meetings
* Represent the Section at IEEE gatherings, particularly relating to the IEEE SEM activities
* Upon request, represent the Section at Regional Committee Meetings.

**DESCRIPTION OF RESPONSIBILITES:**

* Maintain the e-Wavelengths as the ‘up to date’ source of IEEE related events in our Section.
* Monitors and measures the ease of use and success of the e-Wavelengths site, (i.e. number of users, number of entries, resource assistance requests, and events within the system for the Section etc.), and provides regular (monthly) written reports to the Communications Committee.
* Receive and respond to all e-mail messages for thee-Wavelengths Coordinator in a timely and courteous fashion
* Assist and manage access rights of different users on the e-Wavelengths site.
* Seeks and secures paid and un-paid advertisements and links appropriate to the interests and needs of membership.
* Directs payments of advertising fees to the Section Treasurer for collection and coordinates financial records with the Section Treasurer to ensure currency and accuracy of the documentation.
* Maintains e-Wavelengths resources, and coordinate with the Section Secretary and Section Webmaster to ensure that all Section entries in the e-Wavelengths are appropriate and up-to-date.
* Coordinates with other IEEE SEM executive members to ensure successful coordinated conversation, training and education in the use of the e-Wavelengths Page.
* Check any embedded hyperlinks to insure validity
* Attend Section Communications (ComCom) and Executive Committee (ExCom) meetings regularly for information exchange and/or action.
* Remains aware of Section's operations and their needs for use of the e-Wavelengths.

**ELIGIBILITY:**

Must be an IEEE 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 communication skills

**ESTIMATED TIME REQUIREMENTS:**

**4 – 5 hours per week** - this number may vary depending on the number of active members and/or activities within the e-Wavelengths 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