

# **Nanyang Technological University School of Computer Engineering Computer Engineering Club**

## **10<sup>th</sup> Management Committee Elections Job Scope**

### **PRESIDENT**

#### **Job Scope & Responsibility**

- Head of the CEC Management Committee
- Representative of all SCE undergraduate population in the Students' Union Council
- Instill the vision and enforce the mission of the Club
- Oversees, ensures and direct the planning, execution and control of Club events and operations of the Club

#### **Recommended Experience/Skill**

- Experience in the operations of the various events and responsibilities of the various portfolios in CEC Management Committee
- A leader

#### **Others**

- Students in their first Academic Year in SCE are not eligible for this position

### **VICE PRESIDENT**

#### **Job Scope & Responsibility**

- Assist the President in the management of the Club
- Assist the President in the supervising of various portfolios in the Club
- Represent the SCE undergraduate population in the Students' Union Council in the absence of the President
- Assist the President in maintaining the relationship between SCE staffs, students and alumni

#### **Recommended Experience/Skill**

- At least one year experience as a main committee member
- Good organization skills
- Aptitude to manage people
- Initiative
- Ability to get the job done

### **HONORARY GENERAL SECRETARY**

#### **Job Scope & Responsibility**

- In charge of the Club's records and conduct all administrative correspondence, internal or external, of the Club
- Be responsible for convening all meetings of the Club and of the Management Committee
- Keep proper minutes of all meetings of the Club and of the Management Committee
- Submit at Management Committee meetings, any matter for discussion received from any member of the Management Committee of the Club
- Submit the records of the Club for inspection by any member of the Club, who shall give one week's notice to the Honorary General Secretary of his/her intention to inspect the records, subject to the approval of the Management Committee.
- Keeping a record of CCA points

#### **Recommended Experience/Skill**

- Good command of English
- Responsible and reliable
- Good Planning skills
- Able to handle heavy administrative duties

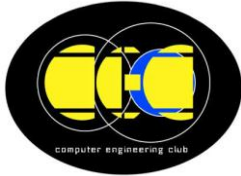
### **FINANCIAL CONTROLLER**

#### **Job Scope & Responsibility**

- Manage the finance of the Club
- Handle payment and reimbursement of goods and service
- Planning of club budget
- Preparation of financial reports of the Club

#### **Recommended Experience/Skill**

- Precise, honest and responsible
- Understanding of financial procedures



# **Nanyang Technological University School of Computer Engineering Computer Engineering Club**

## **BUSINESS MANAGER**

### **Job Scope & Responsibility**

- Solicit for sponsorship in cash and kinds for the Club's events
- Organization and planning of welfare events; mainly Exam Welfare Package and Geben

### **Recommended Experience/Skill**

- Past experience in getting sponsorship for events
- Good writing and communication skills
- Being cheerful, friendly and patient will be a plus while liaising with sponsors
- Must be professional and uphold the end of the contract the club has with the sponsors

## **ACADEMIC WELFARE OFFICER**

### **Job Scope & Responsibility**

- Prepare Lecture Note for all SCE subjects
- Organize Second-Hand Book Sale
- Prepare Past Year Paper Solution

### **Recommended Experience/Skill**

- Receptive to needs of the students keeping in mind their academic welfare
- Willing to contribute to enhancing the functioning of the Club
- Persuasive personality

## **ACADEMIC ARCHIVE OFFICER**

### **Job Scope & Responsibility**

- Prepare Lecture Recording
- Organize Student-led Tutoring Group (STG)

### **Recommended Experience/Skill**

- Receptive to needs of the students keeping in mind their academic welfare
- Willing to contribute to enhancing the functioning of the Club
- Persuasive personality

## **SPORTS AND RECREATIONAL SECRETARY**

### **Job Scope & Responsibility**

- Harcharan Singh Shield Games Chairperson
- Chief Team Manager for Team SCE in Inter School Games (ISG) and Inter School Recreational Games (ISRG)
- CEC representative in ISG Working and Sports Committee
- Organize sports and recreational activities for SCE community (e.g. event planning, venue and equipment booking prize, closing ceremony, etc)
- Assembly and conduct trainings for Team SCE
- Organize ISG and provide assistance for ISRG organizer

### **Recommended Experience/Skill**

- Experienced sports or recreational games player/coach
- Events management experience
- High level of initiative
- Good communication and interpersonal skill

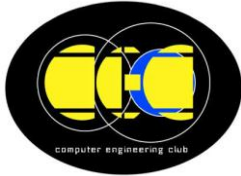
## **PUBLICITY OFFICER**

### **Job Scope & Responsibility**

- Involves in the production and distribution of CEC publicity and publication materials
- Represent CEC in liaising with SCE in joint publicity
- Oversees and ensure that all publicity or publication materials that are designed is of quality, meet requirements with no errors and follow formats imposed by the school, if applicable
- Communicates with specific portfolio offer to grasp clearer concept of the events and the theme of events in order to produce a publicity/publication material that clearly and creatively represents and identify the occasion
- Liaising with different printing vendors

### **Recommended Experience/Skill**

- Experience in designing professional posters (using any designing software)
- Experience in writing design requirement



# **Nanyang Technological University**

## **School of Computer Engineering**

### **Computer Engineering Club**

#### **PUBLICATION OFFICER**

##### **Job Scope & Responsibility**

- The latest happenings in and outside school and snippets of useful information are brought out in print by this portfolio through its publications
- Demands constant updating of school news to the students on the Club site
- In charge of the Club's yearly publication, the E-Refresh
- Record every event in SCE (with photographs and articles)
- Assist the School's publication team in writing articles for school magazines like PULSE
- Assist the School's publication team in making the graduation handbook

##### **Recommended Experience/Skill**

- Highly proficient in using design software (Adobe Photoshop)
- Has past experience on publication
- Good command of English both written and spoken

#### **IT LIAISON OFFICER**

##### **Job Scope & Responsibility**

- Responsible for Student Computer Room (SCR)
- Organization of events in collaboration with IT companies
- Liaise with external companies to explore opportunities that will benefit the Computer Engineering cohort
- Maintenance of the SCR with latest updates and applications
- Technical support for the IT related initiatives in CEC

##### **Recommended Experience/Skill**

- Good facility management skill
- Passionate about IT

#### **IT TECHNICAL OFFICER**

##### **Job Scope & Responsibility**

- Responsible for CEC website
- Maintenance of the CEC website and all the web portals under CEC
- Technical support for the IT related initiatives in CEC
- Advisory role for the Exclaim IT requirements

##### **Recommended Experience/Skill**

- Experience in web development
- Knowledge in HTML, PHP, ASP.NET and other web development tools

#### **LOGISTICS OFFICER**

##### **Job Scope & Responsibility**

- Facilitating the organization of Club events by laying the "ground work"
- In charge for properties and access of storeroom and Siggraph room.
- Collaborate with other main committee members to support every club events by providing all necessary equipment and manpower
- Maintain the cleanliness and tidiness of Siggraph room and storeroom.

##### **Recommended Experience/Skill**

- Well aware of all club events and timelines
- Conscientious
- Responsible and reliable
- Available in times of need
- Good management skill of manpower and resources, strict and just

#### **UNION REPRESENTATIVE**

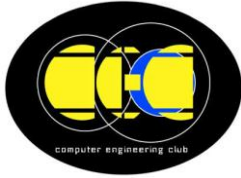
##### **Job Scope & Responsibility**

- An individual elected or nominated by the Union Constituent Clubs to be part of the NTU Students' Union Executive Committee as an Executive member with a specific role to play as allocated in the NTU Students' Council Meeting

#### **EVENTS DIRECTOR**

##### **Job Scope & Responsibility**

- Plan and organize events such as SCE Welfare Day (Exclaim) and Dinner and Dance (DND)
- Plan and organize small events such as sales of Valentine's Day flowers and movie screenings



# **Nanyang Technological University School of Computer Engineering Computer Engineering Club**

- Oversee that the events are carried out and organized properly
- Guide sub-committee members to manage events

## **Recommended Experience/Skill**

- Aptitude to manage people
- Good organization and planning skills
- A leader

## **Others**

- Preferably students in their first Academic Year in SCE

## **CAREER DEVELOPMENT OFFICER**

### **Job Scope & Responsibility**

- Head of the Ascent Committee
- The contact person for job postings that is for SCE students
- Maintain and improve on the web application at ascent.ntu.edu.sg
- Promote the website to companies, professors and students

### **Required Experience/Skill**

- Fluent in SQL for CRUD operations
- Experience in MySQL
- Experience in developing web applications in C# and ASP.NET with Visual Studio
- Fluent in English
- Good inter-personal skills
- Able to resolve issues, faced by companies, professors and students when using the portal, over an email or a telephone

### **Bonus Experience/Skill**

- Experience in meeting up with companies
- Experience in Windows Server administration, especially on IIS and task scheduling
- Experience in using Web Services (WS-\*)
- Experience in securing websites, LDAP and forms authentication
- Fluent in HTML, JavaScript and CSS
- Checks emails every day