

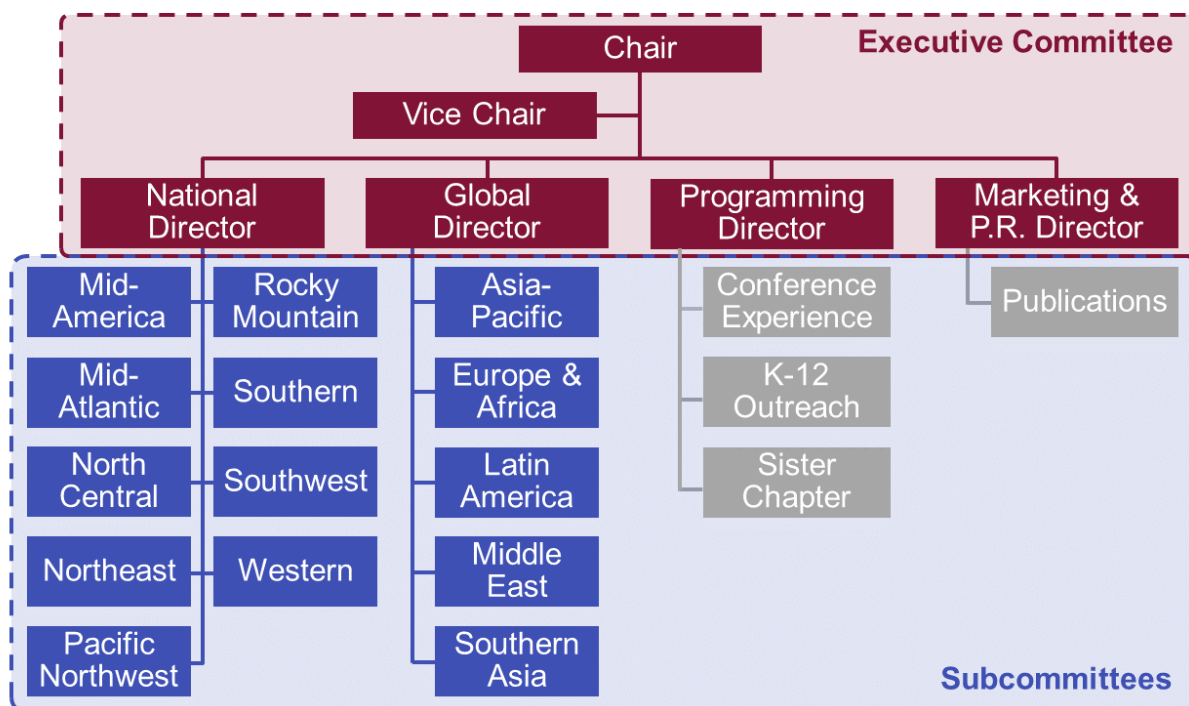
2023-24 ESC Position Descriptions

The [Executive Student Committee \(ESC\)](#) is currently accepting applications for all of its subcommittees. Each subcommittee provides its own unique opportunities and applicants are welcome to apply for any or all. Click on a subcommittee or specific position below to learn more.

Subcommittees	Positions
Regional	Regional Chair , Regional Liaison
Conference Experience	Subcommittee Chair , Subcommittee Member
K-12 Outreach	Subcommittee Chair , Subcommittee Member
Sister Chapter	Subcommittee Chair , Subcommittee Member
Publications	Subcommittee Chair , ChEnected Writer , Graphic Designer , Social Media Coordinator , Webmaster

Regional Subcommittees

The ESC organizes Student Chapters into fourteen regions based on geographic location. Each region has its own dedicated Regional Subcommittee, comprised of a Regional Chair and Regional Liaisons, that seek to help improve Student Chapters and connect them with each other. The Regional Subcommittees organize Presidents Meetings at AIChE Student Regional Conferences, facilitating discussion on the opportunities and challenges facing their regions and chapters.



To find what region your AIChE Student Chapter is located in, please refer to the [Student Chapter Directory](#) or contact us at esc@aiche.org.

Regional Chair

Summary

There are 14 Regional Subcommittees, one for each region of AIChE Student Chapters. Each Regional Subcommittee is comprised of Regional Liaisons and led by a Regional Chair. Regional Subcommittees seek to help grow and improve Student Chapters, assist with any problems the Chapters may encounter, and serve as a liaison between the Chapters and the Institute.

Responsibilities

- Lead and oversee the Regional Subcommittee
- Report updates to the National Director or Global Director, depending on the region
- Plan and host regular subcommittee meetings

Requirements

- Active member of AIChE and in good standing
- Active member of their respective AIChE Student Chapter
- Pursuing a B.S. in Chemical Engineering or related field with an anticipated graduation date in May 2024 or later
- Conversant in English

Desired Skills and Qualifications

- Current or past ESC member
- Held a leadership position in their AIChE Student Chapter

Example Tasks

- Assign Student Chapters to Regional Liaisons
- Confirm Student Chapter leadership information is up-to-date
- Help plan the Presidents Meeting at the Student Regional Conference

Time Required

1.5 hrs / week or 4-6 hrs / month

Regional Liaison

Summary

There are 14 Regional Subcommittees, one for each region of AIChE Student Chapters. Each Regional Subcommittee is comprised of Regional Liaisons and led by a Regional Chair. Regional Subcommittees seek to help grow and improve Student Chapters, assist with any problems the Chapters may encounter, and serve as a liaison between the Chapters and the Institute.

Responsibilities

- Correspond with approximately 4-6 Student Chapters
- Help grow and improve Student Chapters
- Assist with any problems Chapters may encounter
- Encourage inter-chapter communication

Requirements

- Active member of AIChE and in good standing
- Active member of their respective AIChE Student Chapter
- Pursuing a B.S. in Chemical Engineering or related field with an anticipated graduation date in May 2024 or later
- Conversant in English

Desired Skills and Qualifications

- Held a leadership position in their AIChE Student Chapter

Example Tasks

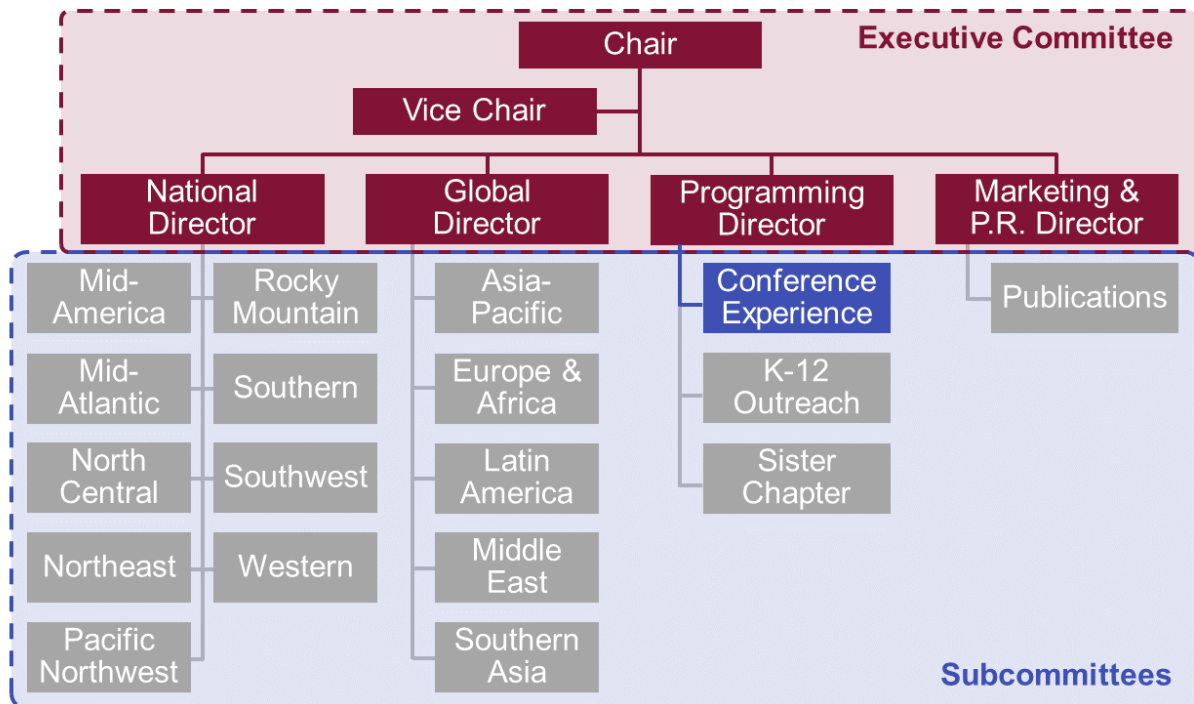
- Organize monthly calls with Student Chapters
- Check that Student Chapters' leadership information is up-to-date
- Encourage Student Chapters to take advantage of specific student membership benefits

Time Required

1.5 hrs / week or 4-6 hrs / month

Conference Experience Subcommittee

The Conference Experience Subcommittee seeks to improve attendees' Annual Student Conference and Student Regional Conference experiences. More specifically, the subcommittee strives to facilitate communication between AIChE student conference host schools globally, help generate interest among Chapters in holding a Student Regional Conference, and campaign to increase participation in AIChE student conferences and their affiliated competitions and events.



Conference Experience Subcommittee Chair

Summary

The Conference Experience Subcommittee is one of the three programming subcommittees within the ESC. The subcommittee seeks to improve the AIChE student conference experience for both organizers and attendees. The subcommittee focuses on the AIChE Annual Student Conference, Student Regional Conferences, and AIChE student competitions.

Responsibilities

- Lead and oversee the Conference Experience Subcommittee
- Report updates to the Programming Director
- Plan and host regular subcommittee meetings

Requirements

- Active member of AIChE and in good standing
- Active member of their respective AIChE Student Chapter
- Pursuing a B.S. in Chemical Engineering or related field with an anticipated graduation date in May 2024 or later
- Conversant in English

Desired Skills and Qualifications

- Current or past ESC member
- Experience planning an AIChE Student Regional Conference or Chem-E-Car Competition®
- Participated in an AIChE student competition (e.g. Chem-E-Car, ChemE Jeopardy)
- Attended an AIChE student conference

Example Tasks

- Create resources and guides to aid conference planners
- Organize conference planning workshops with upcoming AIChE student conference hosts
- Create marketing campaigns to promote upcoming AIChE student conferences
- Feature and promote conference events on ESC communication lines

Time Required

1.5 hrs / week or 4-6 hrs / month

Conference Experience Subcommittee Member

Summary

The Conference Experience Subcommittee is one of the three programming subcommittees within the ESC. The subcommittee seeks to improve the AIChE student conference experience for both organizers and attendees. The subcommittee focuses on the AIChE Annual Student Conference, Student Regional Conferences, and AIChE student competitions.

Responsibilities

- Facilitate communication between AIChE student conference host schools globally
- Generate interest among Student Chapters in holding a Student Regional Conference and aid in the host school selection process
- Campaign to increase participation in AIChE student conferences and their affiliated competitions and events
- Identify common difficulties faced when planning an AIChE student conference and take steps to address and resolve the issues

Requirements

- Active member of AIChE and in good standing
- Active member of their respective AIChE Student Chapter
- Pursuing a B.S. in Chemical Engineering or related field with an anticipated graduation date in May 2024 or later
- Conversant in English

Desired Skills and Qualifications

- Experience planning an AIChE Student Regional Conference or Chem-E-Car Competition®
- Participated in an AIChE student competition (e.g. Chem-E-Car, ChemE Jeopardy)
- Attended an AIChE student conference

Example Tasks

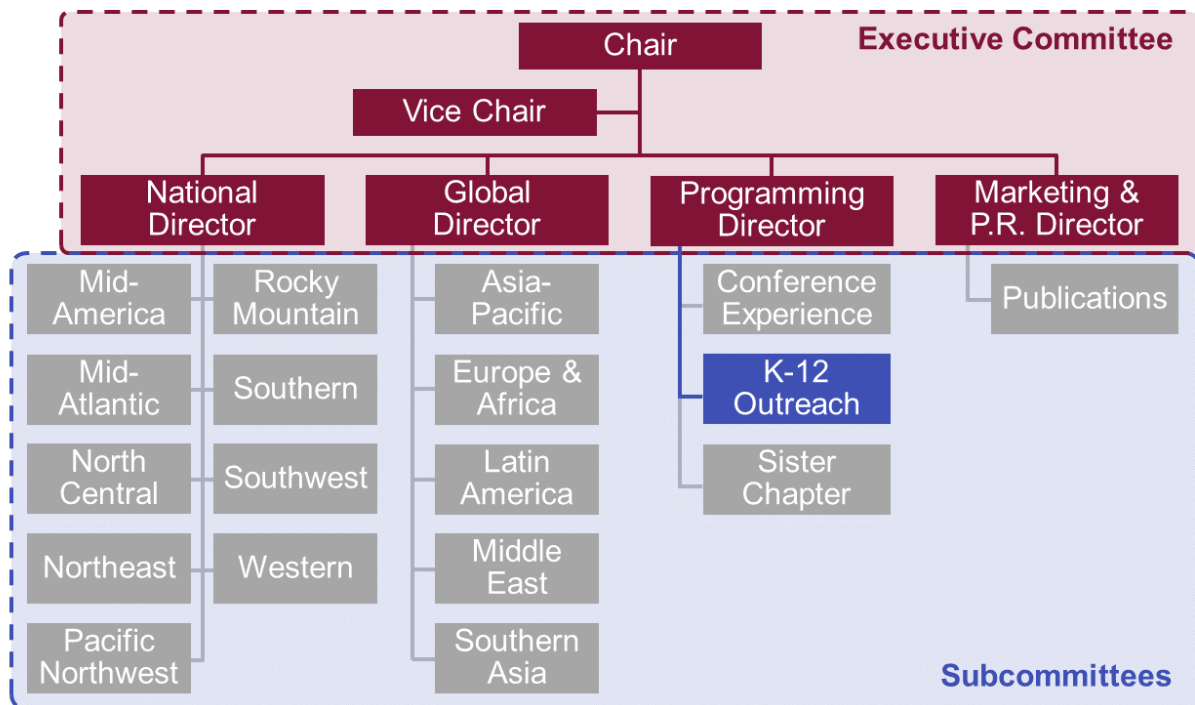
- Create resources and guides to aid conference planners
- Organize conference planning workshops with upcoming AIChE student conference hosts
- Create marketing campaigns to promote upcoming AIChE student conferences
- Feature and promote conference events on ESC communication lines

Time Required

1.5 hrs / week or 4-6 hrs / month

K-12 Outreach Subcommittee

The K-12 Outreach Subcommittee seeks to engage more AIChE Student Chapter in K-12 Outreach. The subcommittee encourages and enables Student Chapters to share their K-12 Outreach experience through modules that contain information about science demonstrations and experiments that they've found to be most successful. The K-12 Outreach subcommittee helps organize the [AIChE K-12 STEM Outreach Competition](#) held at AIChE Annual Student Conferences. The subcommittee administers the Executive Student Committee awards for undergraduate student-submitted modules accepted for presentation and participation in the competition.



K-12 Outreach Subcommittee Chair

Summary

The K-12 Outreach Subcommittee is one of the three programming subcommittees within the ESC. The subcommittee seeks to engage more AIChE Student Chapters in K-12 Outreach. The subcommittee encourages and enables Student Chapters to share their K-12 Outreach experience through modules that contain information about science demonstrations and experiments that they've found to be most successful.

Responsibilities

- Lead and oversee the K-12 Outreach Subcommittee
- Report updates to the Programming Director
- Plan and host regular subcommittee meetings

Requirements

- Active member of AIChE and in good standing
- Active member of their respective AIChE Student Chapter
- Pursuing a B.S. in Chemical Engineering or related field with an anticipated graduation date in May 2024 or later
- Conversant in English

Desired Skills and Qualifications

- Current or past ESC member
- Competed in the AIChE K-12 STEM Outreach Competition at an AIChE Annual Student Conference
- Experience in K-12 Outreach

Example Tasks

- Create email and social media campaigns to promote the K-12 Outreach program
- Organize and host periodic conference calls with participating Chapters
- Create resources and guides to aid outreach activities
- Review new outreach modules

Time Required

1.5 hrs / week or 4-6 hrs / month

K-12 Outreach Subcommittee Member

Summary

The K-12 Outreach Subcommittee is one of the three programming subcommittees within the ESC. The subcommittee seeks to engage more AIChE Student Chapters in K-12 Outreach. The subcommittee encourages and enables Student Chapters to share their K-12 Outreach experience through modules that contain information about science demonstrations and experiments that they've found to be most successful.

Responsibilities

- Promote the K-12 Outreach program
- Approve new outreach modules
- Nominate Student Chapters for the ChEnected K-12 Outreach Features
- Judge the first round of the ESC's K-12 Outreach award

Requirements

- Active member of AIChE and in good standing
- Active member of their respective AIChE Student Chapter
- Pursuing a B.S. in Chemical Engineering or related field with an anticipated graduation date in May 2024 or later
- Conversant in English

Desired Skills and Qualifications

- Competed in the AIChE K-12 STEM Outreach Competition at an AIChE Annual Student Conference
- Experience in K-12 Outreach

Example Tasks

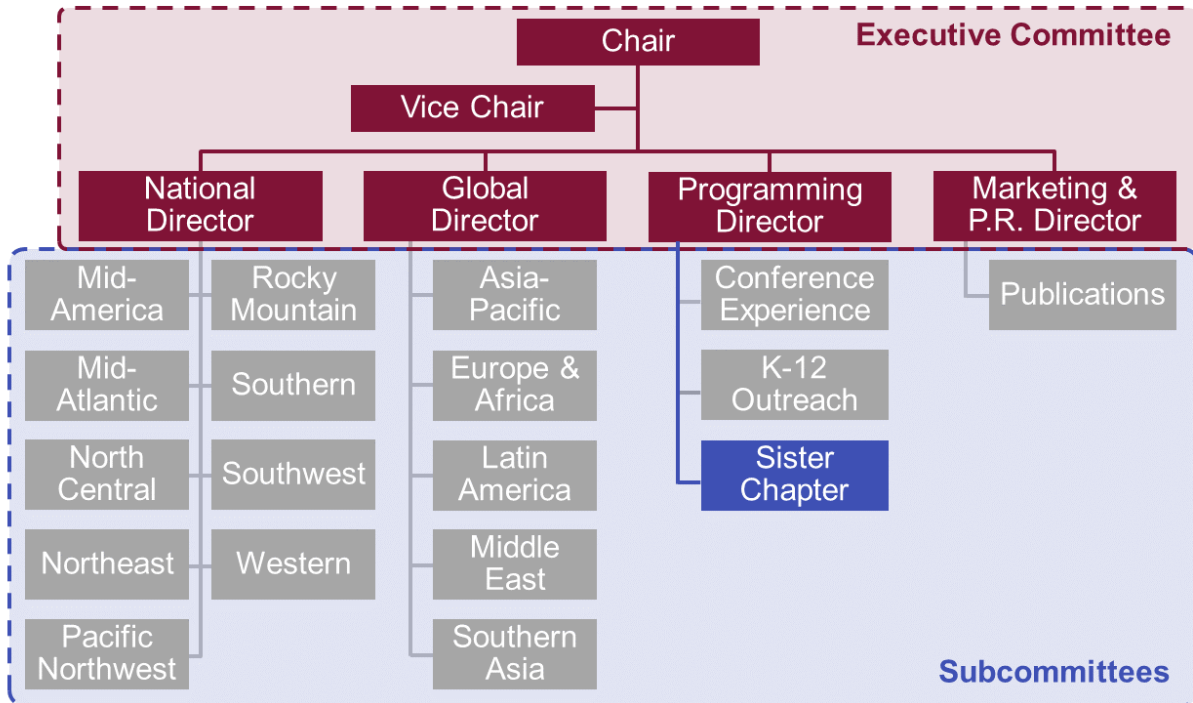
- Create email and social media campaigns to promote the K-12 Outreach program
- Organize and host periodic conference calls with participating Student Chapters
- Create resources and guides to aid outreach activities
- Review new outreach modules

Time Required

1.5 hrs / week or 4-6 hrs / month

Sister Chapter Subcommittee

The Sister Chapter Subcommittee helps promote and support the Sister Chapter Program. The subcommittee helps Student Chapters find a Sister Chapter, encourages Sister Chapters' continued engagement, and works with the Publications Subcommittee to spotlight Sister Chapters. The Sister Chapter Subcommittee administers the [Outstanding Sister Chapters Award](#), which is presented at the AIChE Annual Student Conference.



Sister Chapter Subcommittee Chair

Summary

The Sister Chapter Subcommittee is one of the three programming subcommittees within the ESC. The subcommittee aids in the operation of the Sister Chapter Program, which helps to connect Student Chapters globally and facilitate the professional development of its student members by learning how to work with chemical engineering student peers from different cultural and geographic backgrounds.

Responsibilities

- Lead and oversee the Sister Chapter Subcommittee
- Report updates to the Programming Director
- Plan and host regular subcommittee meetings

Requirements

- Active member of AIChE and in good standing
- Active member of their respective AIChE Student Chapter
- Pursuing a B.S. in Chemical Engineering or related field with an anticipated graduation date in May 2024 or later
- Conversant in English

Desired Skills and Qualifications

- Current or past ESC member
- Experience in Sister Chapter relations

Example Tasks

- Create email and social media campaigns to promote the Sister Chapter program
- Organize and host periodic conference calls with Sister Chapter leads
- Create resources and guides to aid Sister Chapter activities
- Help Student Chapters find a Sister Chapter

Time Required

1.5 hrs / week or 4-6 hrs / month

Sister Chapter Subcommittee Member

Summary

The Sister Chapter Subcommittee is one of the three programming subcommittees within the ESC. The subcommittee aids in the operation of the Sister Chapter Program, which helps to connect Student Chapters globally and facilitate the professional development of its student members by learning how to work with chemical engineering student peers from different cultural and geographic backgrounds.

Responsibilities

- Promote the Sister Chapter program
- Improve and manage the matchmaking procedure
- Ensure that Sister Chapters remain engaged in activities with each other
- Nominate Student Chapters for the ChEnected Sister Chapter Spotlights
- Administer the ESC's Outstanding Sister Chapters Award

Requirements

- Active member of AIChE and in good standing
- Active member of their respective AIChE Student Chapter
- Pursuing a B.S. in Chemical Engineering or related field with an anticipated graduation date in May 2024 or later
- Conversant in English

Desired Skills and Qualifications

- Experience in Sister Chapter relations

Example Tasks

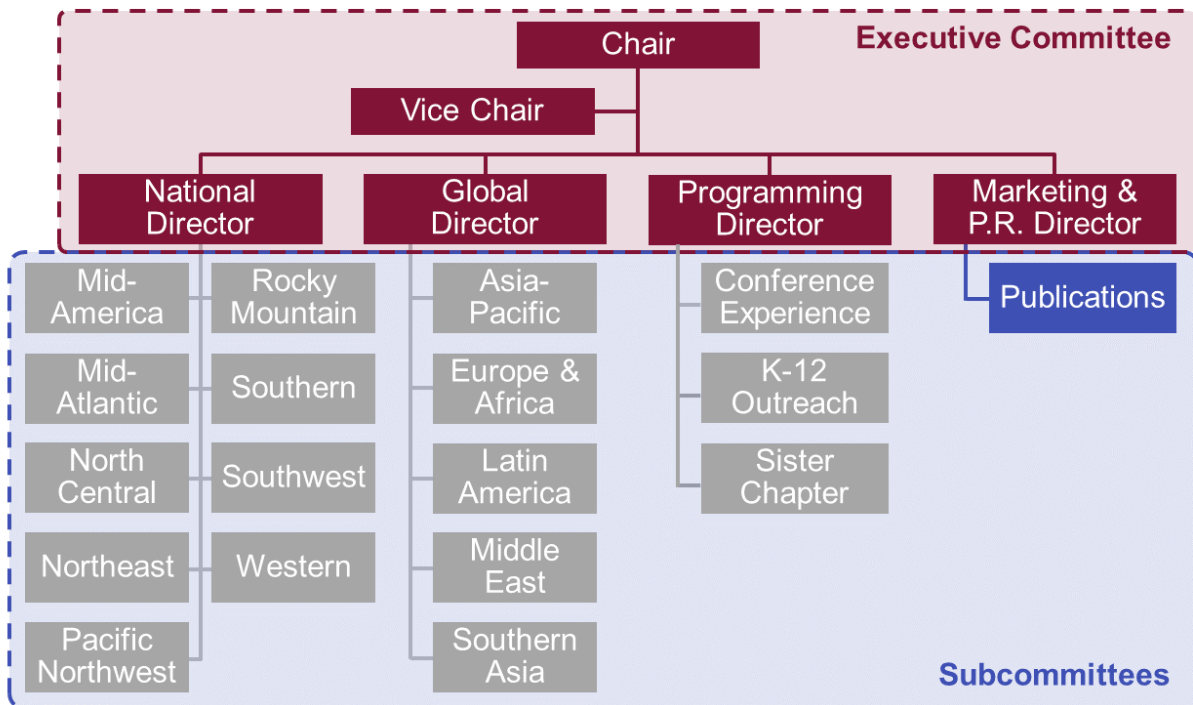
- Create email and social media campaigns to promote the Sister Chapter program
- Organize and host periodic conference calls with Sister Chapter leads
- Create resources and guides to aid Sister Chapter activities
- Help Student Chapters find a Sister Chapter

Time Required

1.5 hrs / week or 4-6 hrs / month

Publications Subcommittee

The Publications Subcommittee seeks to keep Student Chapters informed and connected with each other. The subcommittee compiles the monthly ESC newsletters, sharing announcements and features of Student Chapters' activities. Additionally, the subcommittee manages the ESC website and social media. The subcommittee organizes the ESC "Show-and-Tell" Video Challenge, where Student Chapters produce a short video showcasing what makes them unique.



Publications Subcommittee Chair

Summary

The Publications Subcommittee Chair oversees the Publications Subcommittee and seeks to help build an online community for AIChE Student Chapters around the world. The Publications Subcommittee leverages social media, blog posts, and the ESC website to connect and inform Student Chapters about AIChE news and initiatives.

Responsibilities

- Lead and oversee the Publications Subcommittee
- Report updates to the P.R. & Marketing Director
- Plan and host regular subcommittee meetings
- Coordinate with ChEnected Writers and Webmasters to publish the monthly newsletter
- Maintain editorial and social media calendars
- Oversee the management of ESC's social media accounts

Requirements

- Active member of AIChE and in good standing
- Active member of their respective AIChE Student Chapter
- Pursuing a B.S. in Chemical Engineering or related field with an anticipated graduation date in May 2024 or later
- Fluent in English

Desired Skills and Qualifications

- Current or past ESC member
- Excellent written communication skills
- Basic knowledge of HTML and web design
- Experience writing ChEnected blog posts
- Experience in graphic design
- Experience managing ESC's social media

Example Tasks

- Review blog post drafts and provide feedback
- Provide ESC brand guidelines
- Allocate resources to different ESC publications

Time Required

1.5 hrs / week or 4-6 hrs / month

ChEnected Writer

Summary

ChEnected Writers are members of the Publications Subcommittee. ChEnected Writers produce student related blog posts for AIChE's ChEnected blog and contribute to the ESC's monthly newsletter.

Responsibilities

- Produce a ChEnected blog post every 4-6 weeks
- Contribute to the ESC's newsletter every 4-6 weeks

Requirements

- Active member of AIChE and in good standing
- Active member of their respective AIChE Student Chapter
- Pursuing a B.S. in Chemical Engineering or related field with an anticipated graduation date in May 2024 or later
- Fluent in English

Desired Skills and Qualifications

- Excellent written communication skills
- Accuracy and attention to detail
- Creativity to compose unique and original pieces

Example Blog Posts

- ESC "Show-and-Tell" Video Challenge
- Student Chapter Feature
- K-12 Outreach Feature
- Sister Chapter Spotlight

Time Required

1.5 hrs / week or 4-6 hrs / month

Graphic Designer

Summary

Graphic Designers are members of the Publications Subcommittee. Graphic Designers are tasked with designing and creating visuals for the ESC's newsletters, social media, and ChEnected posts.

Responsibilities

- Design visuals for newsletters, social media, and ChEnected posts

Requirements

- Active member of AIChE and in good standing
- Active member of their respective AIChE Student Chapter
- Pursuing a B.S. in Chemical Engineering or related field with an anticipated graduation date in May 2024 or later
- Conversant in English

Desired Skills and Qualifications

- Experience in graphic design

Example Tasks

- Select the Lead Image for ChEnected blog posts written by the ESC
- Design graphics for the ESC's social media postings
- Express ESC's brand image on Presidents Meeting powerpoints

Time Required

1.5 hrs / week or 4-6 hrs / month

Social Media Coordinator

Summary

Social Media Coordinators are members of the Publications Subcommittee that seek to help build an online community for AIChE Student Chapters around the world. Social Media Coordinators manage and use the ESC's social media accounts to connect and inform Student Chapters about AIChE news and initiatives.

Responsibilities

- Run the ESC's Facebook, Twitter, LinkedIn, and Instagram accounts
- Add to the social media calendar to keep accounts up-to-date and active
- Use social media to connect with AIChE Student Chapters
- Grow the ESC's digital and social presence

Requirements

- Active member of AIChE and in good standing
- Active member of their respective AIChE Student Chapter
- Pursuing a B.S. in Chemical Engineering or related field with an anticipated graduation date in May 2024 or later
- Fluent in English

Desired Skills and Qualifications

- Excellent written communication skills
- Experience running their AIChE Student Chapter's social media

Example Tasks

- Feature Student Chapter activities on Social Media
- Interact with other Student Chapters' Social Media
- Keep followers up-to-date on AIChE announcements and news

Time Required

1.5 hrs / week or 4-6 hrs / month

Webmaster

Summary

The Webmaster is a member of the ESC's Publications Subcommittee. The Webmaster's primary duty is to manage the ESC's website at aiche.org/esc.

Responsibilities

- Manage the ESC's website
- Ensure information is up-to-date on the ESC's website
- Make improvements to the readability and navigation of the ESC's website

Requirements

- Active member of AIChE and in good standing
- Active member of their respective AIChE Student Chapter
- Pursuing a B.S. in Chemical Engineering or related field with an anticipated graduation date in May 2024 or later
- Conversant in English

Desired Skills and Qualifications

- Basic knowledge of HTML and web design

Example Tasks

- Add resources to the ESC Officer Central
- Publish blog posts
- Update Sister Chapter listings

Time Required

1.5 hrs / week or 4-6 hrs / month