WiSE Leadership Team

Start Date: Fall 2024 Semester

The 2024-2025 WiSE Leadership Team is a collaborative group of WiSE student employees who plan, implement and oversee professional and career development opportunities for WiSE students, in conjunction with the WiSE Undergraduate Programs Manager.

A total of 9 student leaders will be selected for the leadership team.

General Duties

The WiSE Leadership Team will assist the WiSE Undergraduate Programs Manager with the following tasks throughout the academic year:

- Plan and implement annual August WiSE Student Leader Training for all 100+ WiSE student employees; in person and Canvas modules
- Communicate professionally and work directly with WiSE corporate partners, STEM faculty, and graduate students to be speakers for bi-monthly WiSE leadership series on topics such as salary negotiation, imposter syndrome, undergraduate research, etc.
- Plan, coordinate and implement bi-monthly WISE Leadership Series including project management details such as room reservations, marketing, and professional communication with STEM professionals.
- Assist with various other professional and career development events, such as Career Networking Night and Alumni networking events through the academic year.
- Plan at least 2 site visits each with WiSE corporate partners
- Attend weekly WiSE Leadership Team meetings

Job Skills & Requirements:

- Current undergraduate student enrolled in a STEM field at Iowa State University (https://www.wise.iastate.edu/about/stem-majors for a complete list)
  - maintaining above a 2.0 GPA

- Exhibit excellent communication skills, particularly written communication to professionals
• Exhibit strong organizational, interpersonal, adaptability, and time management skills
• Be both self-motivated and a team player
• Commitment to attending a weekly meeting and flexibility with schedule to determine a weekly meeting time that works for everyone
• Ability to work 3-6 hours per week

Preferred Qualifications:

• Current Undergraduate students
  o majoring in a STEM field ([https://www.wise.iastate.edu/about/stem-majors](https://www.wise.iastate.edu/about/stem-majors) for a complete list)
  o maintaining above a 2.5 GPA
• Interest in developing leadership opportunities that relate to NACE career competencies
• Experience in planning and executing events on campus
• Previously held a WiSE Student Leader position for 1 semester (*do not currently have to be in the position*)

Compensation
$12/hour. Paid for time spent in meetings, preparation, and other duties.

Required Events
WiSE Student Leader Training—tentatively scheduled for Thursday, August 22, 2024
WiSE Welcome—Sunday, August 25, 2024
Weekly Leadership Team meetings (TBD)