

Institute of Industrial Engineers – University of Toronto Chapter (IIE UofT) 2013-2014 Executive Applications

IIE UofT is looking for next year's executive team!

Please apply online at: <http://iieuoft.weebly.com/apply-to-iie-exec.html>

Application Deadline: 11:59pm on Thursday, April 3, 2013

You may apply for more than one position – just submit more than one application!

Please see below for a description of IIE and for position responsibilities.

The Institute of Industrial Engineers is the largest worldwide organization committed to the professional development of those involved in the industrial engineering profession. It is organized as a collection of geographic regional chapters for professionals, and university chapters for students.

The IIE UofT Student Chapter is the only organization on campus geared to allow industrial engineering students exposure to the various fields within industrial engineering, as well as to help smooth the transition from student to working professional.

We are partnered with external corporations such as Deloitte and TalentEgg, and have various other affiliations in industry as well as on campus.

Initiatives by IIE include:

- “IIE Presents” speaker series; past speakers include
 - Robert Howard, CEO & President of St. Michael's Hospital
 - Paul Held, Managing Partner of Deloitte
 - Som Seif, entrepreneur and former CEO of Claymore Investments
- Networking sessions and an industry mentorship program
- Exposure to opportunities such as McKinsey Women's Breakfast, Engineering Alumni Association Strategy Consultant Positions

- Developing and maintaining the IIE newsletter (online and print)
- Developing and maintaining an Indy-specific job board

- Deloitte Business Acceleration Courses
- Lean & Six Sigma certification courses
- Excel/VBA Courses
- Facility Tours (e.g. Canadian Tire, Ford)

- Industrial Engineering Competitions Day (participating companies include Microsoft, Hatch)
- Simul8 and Visual8 Simulation Competition

Open positions for IIE Executive 2013-2014:

Chair (3rd or 4th year in 2013-14)

- Oversee and coordinate all operations of the IIE UofT chapter
- Manage external relations with IIE Toronto, IIE Canada, and external corporations/organizations
- Serve on the MIE student-faculty council and communicate chapter needs/initiatives to faculty
- Define the chapter's vision and chart the direction the chapter will take in the future

Vice-Chair (2nd or 3rd year in 2013-14)

- Orchestrate the chapter's involvement in the annual National Student Conference
- Lead the organization for the Lean & Six Sigma courses as well as the Excel/VBA course
- Responsible for training and checking-in with the executive alongside the chair

Events Director (2nd, 3rd, or 4th year in 2013-14)

- Come up with the vision of events organized by IIE UofT
- Manage task delegation and event plans of IIE UofT events, and manage logistics
- Continually coordinate with the remainder of the executive team to plan and execute the event
- Introduce new initiatives to the IIE UofT event repertoire

Finance Director (2nd, 3rd, 4th, or PEY in 2013-14)):

- Handle all finances of the UofT chapter – incoming receivables and outgoing payables
- Responsible for obtaining sponsorship, both university-internal, and external corporate funding
- Develop comprehensive budget and expense schedule, and other financial documents to be presented to external organizations

Marketing Director (2nd, 3rd, 4th, or PEY in 2013-14)):

- Maintain and develop social media presence through the IIE website, Facebook, and Twitter channels
- Help develop marketing documents (for students and for corporations/external organizations)
- Develop innovating marketing campaigns to drive student engagement
 - Physical – posters
 - Online – email, website, Facebook, Twitter, videos

Publications Director (2nd, 3rd, 4th, or PEY in 2013-14)):

- Develop and manage the online and print IIE newsletter
 - News in the IE field, upcoming events both IIE and in the city in general, interviews with alumni, industry professionals, professors and students, exposing emerging areas of engagement for IEs
- Maintain and develop the Indy job board
- Help develop all IIE UofT documents (for students and for corporations/external organizations)