

# WISC Job Descriptions

## **Co-Chairs**

Oversee all WISC activities and affairs. This includes making the budget and laying out the calendar for the entire year at the start of each school year, gathering funding at the end of each school year, etc.

## **Webmistress**

Update website, Facebook, and Google calendar periodically as requested by other officers. This includes adding information about upcoming events, interesting links and news articles, updating lists of members, etc. All events, links, announcements, should be posted on all three media (website, Facebook, and Google calendar) when relevant. Attend monthly 30-minute officer meetings.

## **Department Representatives<sup>1</sup>**

Prior to WISC-sponsored events, post fliers for the event around your respective building(s). The fliers will be emailed to you, and you may either print them yourself or pick up printed copies from the co-chairs. At the end of the school year, you may be asked to talk to your department's chair about donating money to WISC. Try to promote WISC within your department.

## **Game of Life Chair**

Arrange Game of Life (lunch-time discussions, about 1/month during the academic year) between interested WISC members and various people to discuss matters relevant to graduate student life. Possible topics of discussion include but are not limited to:

- Money Management<sup>2</sup>
- Sexual Harassment
- Mental Illness
- LGBTQ Issues
- Work and Family Balance
- Tenants' Rights<sup>3</sup>
- Cosmetic Chemistry

The lunches are held on campus in a location that rotates among the various science and engineering

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- <sup>1</sup> Still lacking representatives from Astronomy, Biology, Chemical Engineering, Civil Engineering and Engineering Mechanics, Electrical Engineering, IEOR, and Mechanical Engineering
  - <sup>2</sup> Note that this is not a lunch, but instead a seminar.  
**Fall:** Seminar at the beginning of the fall, during the graduate student orientations, covering how to manage such an irregular paycheck and student loans/debts. One at the Morningside campus and one at the uptown campus tailored to respective pay schedules. Given by Greenpath Debt Solutions. Contact Chris Dlugozima (cdlugozima@greenpath.com).  
**Spring:** Investing, mortgages, etc. in the spring given by \_\_\_\_
  - <sup>3</sup> At the uptown campus, where many students live in off-campus housing. Given by NYC Bar Association. Contact Allen Charne, acharne@nycbar.org

buildings. The invited speaker is provided a boxed lunch and drinks are provided for everyone. Students may bring their own lunch or purchase a boxed lunch from us for \$10, provided they preorder.<sup>4</sup> Game of Life chair is obviously responsible for (a) inviting the speaker, (b) advertising the event, (c) gathering attendees and (d) ordering lunches. Attend monthly 30-minute officer meetings.

## **Treasurer**

Keep a detailed report of how all WISC money is spent throughout the year. Assist other officers with reimbursement for various events. Monitor spending throughout the year to insure that we stay within the proposed budget. Attend monthly 30-minute officer meetings.

## **Secretary I**

- Assemble a monthly newsletter of all WISC events, news, etc. as provided by other officers to be distributed through the listserv and online, and at monthly WISC meetings.
- Attend monthly 30-minute officer meetings and record notes to be distributed to any officers that were absent.

## **Secretary II**

- Help assemble mailings throughout the year, both paper and email. These include letters to professors asking for funding, letters to schools advertising various outreach events (Girls' Science Day and Take a Girl to College Day).
- Keep a contact list of all the various science department secretaries and email them with WISC event information as it becomes available such that they will distribute the information to the members of their departments.
- Manage the listserv by adding and removing email addresses as requested.<sup>5</sup>
- Attend monthly 30-minute officer meetings.

## **Tea, Cookies and Coffee Chair**

Arrange bi-monthly tea, coffee, and cookies gatherings. These are open to all scientists in all departments and the location rotates throughout the various science buildings. The chair is responsible for reserving a room; acquiring the tea, coffee, and cookies<sup>6</sup>; and advertising. The latter involves simply emailing the appropriate flyer to all the department representatives for them to post in their respective

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4 I suggest we handle this by ordering FreshDirect's Easy Lunch Boxes. Everyone paying \$10, gets bottled water, carrots and ranch, giant chocolate chip cookie, Fuji apple, and choice of wrap: turkey, grilled chicken and pesto, ham and brie, smoked salmon, or veggie. The cost runs a bit above \$10/person, but we'll absorb the costs.

5 **To add an email address:** From the account that you have privileges from, send an email that has only the following: To: [majordomo@columbia.edu](mailto:majordomo@columbia.edu). Subject line: blank, don't type anything. Body: "subscribe wisc [email@domain.com](mailto:email@domain.com)". This will generate an email to send to the address specified and you're done, since the recipient has to verify from his/her address.

**To remove an email address:** Sent to the same email address, in the body type "unsubscribe wisc [email@domain.com](mailto:email@domain.com)". You'll receive a response that asks for authorization from you and includes instructions on how to do it (password: wise2004), and then you're done. Other people can add their names to the listserv by sending an email to [majordomo@columbia.edu](mailto:majordomo@columbia.edu) that says in the body line, "subscribe wisc". They can request to be removed; in this case, all you have to do is confirm the removal as if you had requested it.

6 Reimbursed or charged directly to the WISC account

buildings. Attend monthly 30-minute officer meetings.

## **Outreach Coordinator**

Network with schools (elementary, middle and high) and outreach organizations to keep the rest of us up-to-date on any outreach and volunteer opportunities. These opportunities may be posted to the web (by contacting the webmistress) and/or emailed to the entire WISC group (contact the co-chairs). Assist the respective chairs with advertising of our outreach events (Take a Girl to College Day and Girls' Science Day) to school contacts. Attend monthly 30-minute officer meetings.

## **Speaker Breakfast Chair**

Keep up-to-date with any female speakers that will be visiting any of the science and engineering departments throughout the year.<sup>7</sup> If any female speakers are visiting, arrange a breakfast between her and a handful of WISC members. This has historically been done at Kitchenette and the cost is reimbursed (through the treasurer). This breakfast should of course be advertised on the web by contacting the webmistress with details of the event. We \$400/year budgeted for this event, allowing approximately four breakfasts of \$100/each. Attend monthly 30-minute officer meetings.

## **Mentoring Lunches Chair**

Arrange two mentoring lunches during the year (one in the fall, one in the spring) between graduate students and Barnard students. This involves gathering graduate students, contacting the Barnard Chemical Society and Barnard Biology Club, reserving a room and ordering food<sup>8</sup>. Attend monthly 30-minute officer meetings.

## **Event Chairs**

### **Girls' Science Day Chairs (November)**

Organize Girl's Science Day. This task includes:

- Advertise<sup>9</sup>
- Raise money from various departments and organizations<sup>10</sup>
- Organize the schedule of the day<sup>11</sup>
- Gather volunteers<sup>12</sup>
- Design and order GSD T-shirts for both volunteers and girls

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<sup>7</sup> This can be done by asking all the department representatives in a monthly email, for example, if any females are visiting their departments that month.

<sup>8</sup> Reimbursed through the treasurer or charged directly to the WISC account. We have \$100/lunch budgeted and the Barnard Chemical Society and/or Biology Club should pay for the approximately other \$100/lunch.

<sup>9</sup> to middle schools in the area; open up registration on website at the end of September; close down registration when reaching the maximum (~110 girls); send out conformation emails to girls who sign up for GSD

<sup>10</sup> NSEC, MRSEC, Columbia science depts. Ask Treasurer for help.

<sup>11</sup> registration, chemistry demo, physics demo, lunch, experiments...; Divide ~100 girls to different color groups with assigned experiments

<sup>12</sup> to escort the girls to experiments (undergraduate volunteers), conduct experiments with them (graduate volunteers), perform demonstrations (Chem/Phys professors, graduate students), organize activities at lunch (graduate volunteers). Contact the Department Representatives if you need assistance gathering volunteers.

- Order goodie bags for the girls
- Contact 10 to 12 female professors/post-docs to come to the GSD lunch
- Reserve Carleton Lounger as early as possible for GSD lunch; Order lunch for all the volunteers and participants
- Take pictures throughout the day to document every event
- Make thank you cards to the volunteers (faculty, undergraduate, graduate)

## **Take a Girl to College Day Chair (April)**

Organize Take a Girl to College Day. This includes:

- Advertising the event to middle schools in the area<sup>13</sup>
- Organizing the schedule<sup>14</sup>
- Gather volunteers<sup>15</sup>
- In the past we've taken girls to freshman level Introduction to XXX classes. However, the classes were still largely over their heads. So it would be great (although perhaps too optimistic) if we could convince some professors to give classes that were aimed specifically at the girls' level.
- Write thank you notes to the volunteers once the event is over

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13 Contact Outreach Coordinator for help

14 A day filled with classes, experiments, lunch, scavenger hunt, tours of the dorms, a science demonstration in the morning, etc.

15 To escort the girls to classes, conduct experiments with them, escort them on scavenger hunts and tours of the dorms, conduct check-in in the morning, etc. Contact the Department Representatives if you need assistance gathering volunteers.