

Overview of Leadership Roles

The purpose of this document is to provide further information regarding my major leadership roles while attending Penn State. The roles will be listed chronologically. Further, if possible, information describing the formal duties of the role will be provided.

Outreach Chairperson, Penn State Chapter IEEE (Two Terms, Jan 2013 – Mar 2014)

The duties of the outreach chairperson can be found on page two of the organization's constitution under section IV, paragraphs 3-4: <https://www.engr.psu.edu/ieee/Current%20Constitution.pdf>

In my tenure as outreach chairperson, I accomplished the following:

- Increased annual budget from \$2500 to \$4000
- Increased attendance from 40 student attendees to nearly 100 student attendees; expanded the event's radius from Center County to the state of Pennsylvania
- Developed a committee to help organize the event; managed a team of 15 members
- Established relationships with local and state educators to improve the event's visibility and impact

President, Penn State IEEE (One Term, Apr 2014 – Apr 2015)

The duties of the president can be found on page two of the organization's constitution under section V, paragraph 5: <https://www.engr.psu.edu/ieee/Current%20Constitution.pdf>

In my tenure as president, I accomplished the following:

- Rewrote organization's leadership structure; consolidated a team of 17 officers to 12 officers; rewrote organization's constitution to improve governance, productivity, and accountability
- Established position of Field Operations Officer to manage unelected officers and their budgets
- Ran weekly meetings, led a 12-person team, coordinated general meetings (30-150 attendees), and handled major personnel/HR-like issues incurred on the officer team
- Re-established organization - department relations; sat on Undergraduate Student Advisory Committee; oversaw establishment of IEEE's permanent seat on the committee
- Oversaw the implementation and construction of the only open-to-the-public student-run lab; stocked the lab with approximately \$8000 in computers, tools, and components for public use
- Established the Projects Chairperson to manage the aforementioned student lab and design educational projects (e.g. Arduino projects) for the general membership
- Managed and allocated \$55k in annual funding; (~360% increase in sponsorship)
- Increased active membership by 380% (~30 to 120+); maintained total membership around 700 persons
- Coordinated and oversaw over 55+ events in a one-year period; attendance ranged from 20 to 200 students; 250% increase in number of events
- Networked with other student organizations on-campus and established meaningful relationships for collaborations (HackPSU, etc.)
- Hosted four distinguished lectures, including one from NASA's Jet Propulsion Laboratory
- Increased community outreach events from one event to four per year helping 300+ local kids
- Restarted organization's relations with local, national chapters of IEEE; invited SPACx to begin process of establishing Penn State as a major player in IEEE's Region II
- Reinvented, rebranded, and re-energized organization after two-year lull

Chair, Penn State School of Electrical Engineering and Computer Science Undergraduate Advisory Board (One Term, Dec 2015 – Present)

The duties of the chair of the EECS Undergraduate Advisory board include organizing monthly meetings with a board consisting of six faculty and nine students, taking notes during meetings, deciding when to call off-schedule meetings, and providing student feedback to administrators.

In my tenure as chairperson, I accomplished or intend to accomplish the following:

- Established committee composition, frequency of meetings, and methods of calling emergency meetings for pressing topics (e.g. blatant violations of policy if they occur)
- Establishment of EECS town halls (2-3/semester) to gather student feedback for review by the committee to improve the functionality of the school
- Issue a review document to all school faculty and students to remind everyone of important and useful rules and regulations on a semester basis (e.g. final exam policy, excused absence policy)
- Provide information to students regarding course difficulty to help students better plan schedules
- Discuss issues such as mental health, physical health, and ineffective teaching methods to design policies to improve the quality of education in the school