**MSS Quantum Leap Job Descriptions + Role Responsibilities:**

Effective: October 1st 2017 – March 1st 2018

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| **Quantum Leap Executive: Logistics Coordinator** |
| An executive member of the planning team responsible for primarily conference logistics including:  -Help develop QL theme, career focuses, vision and goals  -Contacting and recruiting guest speakers, session facilitators and case study facilitators  -Contact eligible alumni and partners to participate in QL  -Contact sponsorship partners for QL and maintain quality relationship  -Aide in bookings and implementation of QL sessions and case studies  -Promote QL through available social medial platforms  -Help manage conference implementation on the day of  -Provide conference feedback |

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| **Quantum Leap Executive: Sessions Coordinator** |
| An executive member of the planning team responsible for primarily conference session planning including:  -Help develop QL theme, career focuses, vision and goals  -Create sessions related to careers in science and develop session material  -Work with the Resources Coordinator in creating a case study  -Work with Logistics Coordinator to secure sessions facilitators  -Help create promotional/freebie material for attendees  -Promote QL through available social medial platforms  -Help manage conference implementation on the day of  -Provide conference feedback |

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| **Quantum Leap Executive: Resources Coordinator** |
| An executive member of the planning team responsible for primarily the collection and creation of resources:  -Help develop QL theme, career focuses, vision and goals  -Create 3 themed student resources of their choice related to careers in science  -Create pamphlets and conference materials for attendees of QL  -Work with the Sessions Coordinator in creating a case study  -Create post-conference material regarding speaker advice, session takeaways and highlights  -Promote QL through available social medial platforms  -Help manage conference implementation on the day of  -Provide conference feedback |