**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 |