

CougarCS Officer Positions:

* Indicates a very important position that must be filled and requires extensive responsibility

President*

- Duties
 - Oversees all other officer positions and duties
 - Main vessel of communication between the club and department officials and faculty
 - Maintains relations with corporate sponsors
 - Maintains the integrity of events and meetings and sees that they adhere to the clubs goals and values
 - Actively leads and plans group meetings and oversees event planning
 - Must frequently engage with faculty and department staff
 - Plan and lead officer meetings
 - Approve all club spending
 - Access to Bank account
 - Maintain key to CougarCS Office
 - Official Registered UH Club Officer Position
- Requirements
 - Must be a full-time student at UH
 - Must be majoring in Computer Science
 - Must have previously held a CougarCS officer position
 - Approved by the club Faculty Advisor. Currently: Dr. Hilford
 - Must be willing to fully commit lots of time to the club

Vice President*

- Duties
 - Carries out and oversees major events
 - Helps plan and run all events
 - Reserves rooms for CougarCS events
 - Approves all public material posted by other officers (pictures/information/emails)
 - Directs officers in specific tasks
 - Maintain key to CougarCS Office
 - Official Registered UH Club Officer Position
- Requirements
 - Must be full-time student at UH
 - Must be willing to fully commit lots of time to the club

Treasurer*

- Duties
 - Documents all spending and income from events/dues/fundraisers etc.

- Maintains the CougarCS bank account and checkbook.
- In charge of writing checks
- Files funding requests to the Activities Funding Board
- Manage fundraising
- Approve club spending if an event is to cost non-reimbursed money
- Make deposits to the bank
- Maintain key to CougarCS Office
- Official Registered UH Club Officer Position
- Requirements
 - Must be a full-time student at UH
 - Displays honesty and integrity

Director of Communications*

- Duties
 - Communicates events and information to members
 - Gathers information of activities relevant to the club around campus and Houston.
 - Employs the use of social networks, email and other means of reliable and efficient communication
 - Specifically maintains the CougarCS Facebook & LinkedIn group, twitter, gmail, official gmail calendar, and all other social networking tools
 - Consistently and reliable informs member of events and information in a timely and reliable manner
- Requirements
 - UH student
 - Outgoing and talkative

Director of Corporate Relations*

- Duties
 - Maintains relations with all affiliated businesses
 - specifically in charge of recruiting computer-science firms for the career fair
 - plans resume building session (organizes it not necessarily leading it)
 - arrange seminars where businesses can individually come out and talk to students
 - Keeps close contact with companies associated with UH and the CS department.
- Requirements
 - UH Student
 - Computer Science Major
 - Maintain extremely professional attitude and relationship with employers
 - Must be able to communicate in a professional and politically correct manner with employers

Historian

- Duties
 - Take pictures/videos of group events
 - Maintain archive of pictures/videos on picasa
 - Help create and design posters for events
- Requirements
 - UH Student
 - Able to attend a majority of all planned events and meetings
 - Basic knowledge of photography, photoshop, video editing, and web development

Director of Activities

- Duties
 - Plans social (fun) events for members (large or small events)
 - Helps plan for Frontier Fiesta (if we participate that year)
 - Requests funds from Treasurer to fund events
 - Assists Treasurer in filing AFB request if the event can be covered by the school
 - Must plan at least 1 LAN Party every semester
- Requirements
 - UH Student
 - Likes Video games
 - Starcraft fan
 - Social and active and likes to have fun (not just video games)

Director of Academic Advancement

- Duties
 - Tutors students in classwork
 - Organizes coding workshops and technical presentations
 - Helps find tutors (or tutors themselves) students who need help
 - Maintain class information and study material on the CougarCS dropbox
- Requirements:
 - UH Student
 - Computer Science Major
 - Passionate for programming and CS topics
 - Completed classes and their pre-reqs for at least 2 of the following: Software Eng, Databases, Algorithms, Automata, Architecture

Webmaster

- Duties
 - Maintains information on website related to all club information
 - updates website to look cool
 - Works with media producer to create cool looking stuff for website
- Requirements

- UH Student
- Webmaster experience
- Knowledge of web languages
- Basic knowledge of SQL
- Can do CSS/Javascript
- Design Oriented and Open Minded

Open Source Evangelist

- Duties
 - Advocate the use of Linux and other Free/Open Source Software
 - Able to tutor and help with Linux related problems
 - Gives 1 presentation a semester at a meeting about the benefits of Open Source technology
- Requirements
 - UH Student
 - Knowledge of Linux and open source software and development practices
 - supports free and open source software

Microsoft Evangelist

- Duties
 - Applies for the Microsoft Campus rep position
 - Advocates the technologies and usage of Microsoft technology
 - Gives 1 presentation a semester at a meeting about the benefits of Microsoft technology
 - In Charge of keeping the club up to date with Microsoft's Marketing Campaigns for students
 - In charge of keeping a close relationship with Microsoft, and their regional partners
 - Contacts 1 Microsoft Partner to give one presentation at least once per semester
- Requirements
 - UH Student
 - Knowledge of Windows based systems
 - Basic experience with Visual Studio and Microsoft development tools and practices
 - Part of a User Group pertaining to .NET, C#, etc...

Director of Recruiting

- Duties
 - Advertises club to all non-club members in department
 - Specifically targets freshman and highlights the tutoring help and social events
 - Socializes with students inside the computer science department
- Requirements
 - UH Student
 - Talkative

- Outgoing
- Friendly
- Not afraid to continually bug people about joining

Media Producer

- Duties
 - Designs posters/logos and other material
 - Helps design club t-shirt
- Requirement
 - UH Student
 - 1337 Photoshop skillz and Vector based graphics

Graduate Adviser

- Duties
 - Advises students on undergraduate classes
 - Assist in planning for CS classes
- Requirements
 - B.S. in Computer Science from UH
 - Computer Science Graduate Student at UH