



Women in Science, Engineering & Research (WiSER)
295 Central Academic Building
University of Alberta
Edmonton, Alberta T6G 2G1, Canada

MISSION STATEMENT

Support the retention and advancement of individuals in STEM careers by providing opportunities for networking, mentoring, information exchange, and professional development.

KEY PROGRAMS

Mentorship program, Industry Mixer, Coffee nights, Professional Development workshops, panel discussions

POPULATION SERVED

Early-career professionals and graduate students in the fields of science, technology, engineering, and mathematics from the academia, government, and industry.

WAYS TO HELP

WiSER directly impacts over 700 women and men in Edmonton each year. Our potential to reach out is expanded with your help. All our events are planned and executed by volunteers. There are different ways to support WiSER:

- Donate: expertise (speaker, program lead), door prices, or donate online
- Volunteer: contribute to event planning and support our activities
- Sponsor: become a sponsor for a specific event, a series of events, or all WiSER's events
- Partner: be a game changer and promote diversity in STEM fields

CONTACT INFORMATION

wiser@ualberta.ca
wiseredmonton.ca



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CO-CHAIR/CHAIR (Kristen Kavich)

- Lead the executive team to ensure WiSER's activities are in accordance to its mandate
- Work with individual team member to strategically execute plans within WiSER
- Represent WiSER at public events
- To be eligible as a co-chair, the candidate has to be an executive member for at least 1 year

FINANCIAL MANAGER (Ping Jiang)

- Manage WISER's financial account (incl. professional invoice to customers)
- Document financial transactions and keep records of expenses claim activities
- Summarize financial status, prepare balance sheet, profit and loss statement, and other reports
- Plan with WISER executives to budget for events

SPONSORSHIP LEAD (Megha Bajaj)

- Search for sponsorship opportunities and network to increase exposure of WiSER
- Write and update sponsorship package
- Send sponsorship request and follow-up with potential sponsors
- Coordinate budget with WiSER financial manager

WEBSITE ADMINISTRATOR (Xiaohui Mao, Ali Chou)

- Develop website content and maintain regular updates on social media
- Implement marketing plans, including print advertising or digital advertisement
- Maintain resource manager to record WiSER's official documents
- Seek new opportunities for marketing/advertising partners

MENTORSHIP PROGRAM CO-LEADS (Zeenat Ladak, Zohreh Poursoti, Tiffany Yan Lai)

- Organize the year-long UA-WiSE/WiSER Mentorship Program
- Recruit and match mentors and mentees
- Create, plan, and execute workshops
- Maintain mentor/mentee relationships



EXECUTIVE POSITIONS

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EVENT PLANNERS (Noor Al-Zanoon, Annie Kuang, Uche Sea-Nduka)

- Organize WiSER events
- Assist others in execution of other programs when needed

EXTERNAL LIAISON (Vacant)

- Foster relationships with external organizations, e.g. UA-WiSE, WISEST, AWSN
- Coordinate activities between WiSER and liaised organizations

COMMUNICATIONS (Minji Kim)

- Promote Programs and events through newsletters
- Volunteer Recruitment

MENTOR IN RESIDENCE (Madeleine Jensen-Fontaine, Shoma Sinha)

- Guide the executive team through mentoring and supporting the overall mission of WiSER
- Assist in the planning and implementation of high-quality programs and events within WiSER
- Serve as the role model and resource for the executive team

Interested in any positions? Talk to one of us!

Or email at: wiser@ualberta.ca