

1. Edbags are PIER's informal lunches during which volunteers present their work. The Edbag Organizer is responsible for recruiting speakers, scheduling the talks, which includes coordinating with the PIER/PSLC speaker series to prevent overlapping events, and for acquiring information about the talks (i.e., title and abstract). During the Edbags, the Organizer begins the session by introducing the speaker, and ends the session by announcing the next Edbag.

2. PIER Speaker Series Organizer. Determine (with the steering committee) how many speakers to invite, and then solicit nominations, gather the votes, and invite the winners. Then, for each speaker, you will secure a faculty and student host. The hosts generally take care of the details of the visit, such as the schedule

3. PIER steering committee representative entails: 1. attending the steering committee meetings as the student liaison 2. soliciting student concerns, questions, and comments that you will raise on behalf of the students at the steering committee meetings 3. reporting back to the students the content of the steering committee meetings

4. Career Development and Networking (CDN)workshop organizer: As the name of the position implies, communicate with PIER students to organize agenda. Solicit and collect lunch request from students, order through Wheel Deliver, notify Audrey Russo to handle payment. Send agenda and attendee list to Audrey.