

## AIMCORP Leadership Position Descriptions 2021

Please read the following document for detailed descriptions of each program, and the underlying positions.  
**Disclaimer:** depending on the outcome of the interview/application process, an applicant may be asked to take up more than one leadership role (as some of the positions require similar tasks and qualifications). Additionally, a position may not be offered, depending on the needs of the program.

### Computer Drive Leadership Positions

---

#### I. Description of the Program:

The AIMCORP Computer Drive is an outreach with the objective of providing deserving middle-to-high school students with portable computers and devices to assist them in school, and to provide AIMCORP digital resources for their educational enrichment. Our job will be to provide high-quality devices for the students, create an easy to use operating system with preloaded AIMCORP content for the devices, and to distribute the devices to as many deserving students as we can reach!

#### II. Positions Available:

- **IT/Software Development Lead:**

This lead will be responsible for all the technical logistics of the outreach. They will work with AIMCORP leadership to oversee and be responsible for the possible development of the AIMCORP operating system, the devices, and helping with preloading content onto the devices. It is recommended that applicants have knowledge in computer science/programming, github/other repositories, general computer knowledge, linux/windows, and possibly web development.

- **Fundraising/Marketing Lead**

This lead will be responsible for fund accumulation for this outreach, in order to fund the purchase of these devices, as well as the marketing and media aspects of the outreach. This responsibility will include working with AIMCORP leadership to research and complete grant proposals, and to budget the outreach. They will also work with AIMCORP leadership to spread the word about the outreach using many forms of media including (but not limited to): social media, email lists, TV, and radio. It is recommended that applicants have good writing, and communication skills.

- **Volunteering Coordinator**

The Volunteering Coordinator will be responsible for all the volunteering logistics during the distribution of the devices for the outreach. The goal is to eventually be able to distribute the devices (COVID-19 permitting), in a safe manner to the students. In order to do this, the volunteering coordinator will be in charge of accumulating volunteers, and making sure that they know of the expectations and tasks necessary to ensure success of the distribution.

## Online Education Leadership Positions

---

### I. Description of the Program:

The AIMCORP Online Education Platform (Name TBD) is an initiative with the objective of bringing the resources of interactive content and digital learning to students worldwide, in a more widely-accessible manner. We will build interactive games, videos, animated series, lectures, quizzes, and more to supplement and aid learners across the globe. Our job will be to provide high-quality interactive materials for students, to create an easy to use, intuitive digital platform, and to market use of the platform to spread the word about it!

### II. Positions Available:

- **IT/Software Development Lead**

This lead will be responsible for all the technical development of the platform. They will work with AIMCORP leadership to oversee and be responsible for the development of the platform website, and the various functionalities it will have () the devices, and helping with preloading content onto the devices. It is recommended that applicants have knowledge in computer science/programming, general computer knowledge, github/other repositories, application/game development, and web development.

- **Course Development Lead**

This lead will be responsible for developing the course curriculum and assessment materials for the platform. They will be tasked with organizing the courses into units and topics, as well as deciding how the materials will be presented for each course. They will also be responsible for managing and creating the questions for practice/assessment materials. This lead will work closely with the Content Creation Lead. It is recommended that applicants have good writing/organization skills, and are creative problem solvers.

- **Content Creation Lead**

This lead will be responsible for creating content to go along with the curriculum and instructional materials for the platform. This would include creation/editing of videos, animation, digital art, illustration, lectures, and more. This lead will work closely with the Course Development lead. It is recommended that this lead is well versed in visual arts, digital art, video editing/production, possibly animation, and illustration.

- **Marketing/Media Lead**

This lead will be responsible for handling marketing and media for the platform. They will also be in charge of reaching out to influencers, TV, radio, and more in order to spread the word about the platform. They will also work closely with AIMCORP leadership to create social media content to market the platform in a visually appealing manner.