



**Job Title:** Regional Graduate Representative (RGR)  
**FLSA Status:** Volunteer (Unpaid position)  
**Reports to:** Regional Vice President  
**Location:** Anywhere in the U.S. (Remote)  
**Duration:** One-year term beginning on July 1st

### **About SHPE**

SHPE (Society of Hispanic Professional Engineers) is a nonprofit organization serving and advancing Hispanics in STEM. With more than 18,000 student and professional members, SHPE's mission is to change lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development. To accomplish this, SHPE provides a variety of programming, services, resources, and events, including hosting the largest Hispanic STEM convention in the nation. For more information, visit <http://shpe.org>.

### **Mission**

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development.

### **Vision**

SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians, and engineers.

### **Job Description**

The Regional Graduate Representative's (RGR) primary purpose is to enhance chapter efforts in recruiting, retaining, and ensuring the success of graduate students within the organization. Leveraging personal experiences as a graduate student, the RGR aims to better understand the needs, challenges, and aspirations of Graduate members. Acting as a crucial link between regional leadership and graduate student members, the RGR aims to foster open communication channels and enhance collaboration.

### **Duties and Responsibilities**

This role will support national, regional, and local efforts.

#### **National**

- Attend meetings with SHPE national staff, Board of Directors, chapters, event committees, and partner organizations.
- Travel and support national/regional conferences and events.
- Communicate and collaborate as appropriate with Regional Graduate Representatives across seven regions.

## **Regional**

- Work towards the development of regional-wide events aimed at fostering connections among SHPE chapters in the region to establish graduate representative positions at the local level.
- Advocate for the interests and concerns of graduate student members within the regional team.
- Represent the regional graduate membership effectively and manage social media platforms including reposting SHPE news, internship, and academic opportunities.

## **Local**

- Build and maintain a strong connection with Graduate members in the region. Link them to relevant opportunities including hosting and coordinating networking events and other initiatives to foster a sense of community among graduate student members.
- Address inquiries from graduate student members promptly regarding SHPE, available resources, and regional team support via email, social media, and other communication platforms.
- Participate in the SHPE National Graduate Committee (NGC) to stay informed and contribute to national initiatives.
- Support conflict resolution for all chapters and members in the region, engaging and escalating to SHPE staff to support as needed.

## **Mandatory Job Qualifications**

- Believe in the Mission and Vision of SHPE.
- Willingness to collaborate with Regional team, the Region's chapters, and SHPE staff to implement strategic directions set by SHPE's National Board of Directors.
- Demonstrated ability to work with diverse populations, particularly the Hispanic community.
- Exceptional communication, both written and oral. Strong active listening skills.
- Superior customer service skills.
- Demonstrated ability to work both independently and collaboratively.
- Proficient in MS Word, PowerPoint, and Excel.

## **Desired Skills and Experience**

- Project management expertise.
- Organizational and event planning experience.
- Leadership capabilities.
- Resourcefulness and a self-starter mentality.
- Visionary thinking.
- Previous involvement in SHPE or similar organizations.
- Empathy and understanding of the graduate student experience at SHPE.

## **Compensation and Benefits**

This is a 100% volunteer position – there is no salary or benefits offered for this position.

**EEO Statement**

It is the policy of SHPE not to discriminate against any individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity, gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws. SHPE is committed to providing equal opportunities in all employment-related activities including, but not limited to recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SHPE promotes equal opportunities for all employees and applicants for employment. Further, SHPE will fully comply with all applicable equal employment federal, state, and local laws and regulations.

