

Job: Successful Practice Activity Reviewer

Application Form

- Description

- HKN is working on developing a successful practices database for our chapters. This resource will provide chapters with new activity ideas and help showcase the work of our chapters! We're currently seeking reviewers to help review chapter activity reports for inclusion in this database!
- Reviewers will be recognized on our website

- Responsibilities:

- Review an assigned set of activity reports and edit them into the provided database format over a 4 week period.
 - This will include reviewing the activity and audience tags for events and ensuring that they make sense, adding in the activity type field, and creating an event description by synthesizing the provided event description and the post event report provided in the activity report.
- Upon submission of a set and satisfactory performance, the reviewer will have the option to take on another set of activity reports either immediately or at a later reviewer specified date.

- Qualifications



- Be comfortable working with google sheets
- Be comfortable editing activity descriptions to match the tone of the other database entries
- Have some familiarity with the chapter activity reporting process or be willing to learn (<https://hkn.ieee.org/chapter-activity-report/>)

- Time Commitment

- Approximately 3 hours per review assignment

Example of database entries:

Show 10 entries Search:

Event Name	Chapter	University	Chapter Contact/Website	Date Held	Activity Category	Activity Tags	Intended Audience	Delivery
 Initiate Olympics	Alpha	University of Illinois at Urbana-Champaign	hkn-officers@lists.illinois.edu	2021-02-14 00:00:00	Social, Teambuilding Event	Educational, chpater internal, Chapter Meeting	Undergraduate Student Candidates, Graduate Student Candidates	Remote
Event Description During this event, the host chapter invited 28 undergraduate candidates to perform a number of icebreakers and activities to familiarize themselves with each other and the chapter. Over the two hour event, the participants broke up into teams to design a team flag, write a team anthem, play trivia games, join in scavenger hunts, and participate in icebreakers. Since the event was designed to encourage team building, the flag and anthem activity seemed to be most successful. The trivia ended up being more individual based than the organizers hoped for. In the future, the host chapter intends to expand this event by including more team based activities but overall this event was enjoyable and creative!								
 Mobile Technology Evolution Techinar	Mu Beta	Arab Academy for Science, Technology & Maritime Transport (AASTMT)	https://hkn.ieee.org/hkn-chapters/all-chapters/mu-beta-chapter/	2021-02-08 00:00:00	Webinar, Technical Talk, Collaborative Event	Educational, Community Outreach, Technical	Inducted Student Members, Undergraduate Student Candidates, Graduate Student Candidates, Chapter Officers, Chapter Alumni, Academic Department(s), Faculty Candidates, Professional Candidates, University Community, Other	Remote