



Bruin Actuarial Society 2009-2010

BruinActuaries@gmail.com
www.math.ucla.edu/~actuary

Dear Members,

Please read carefully before submitting your application.

We have **3** openings for next year:

1. Public Relations Officer
2. Treasurer
3. Media Director

Benefits of being an officer:

- Networking
- Become better acquainted with employers, and alumni
- Closely interact with officers and other members
- Serve as a leader
- Enhance your interpersonal skills
- Acquire team-working abilities
- Improve people-management, time-management, delegation, and organizational skills
- Become an insider
- Help shape the direction of BAS
- Expand knowledge of actuarial science in real world applications
- Valuable experiences planning and coordinating events

Requirements:

- Must be a member of BAS
- Math, Math-Econ, Math Minor, Engineering Majors preferred
- Teamwork & Leadership
- **MUST** graduate in June 2011 or after

Each officer is responsible for accomplishing his/her duties delegated by the President. Job descriptions may change according to the president and the society's needs. Furthermore, regular responsibilities include:

Positions:

Public Relations

- Routinely check BruinView and send all relevant recruiting information to members in a timely fashion
- Maintain contact with members through weekly emails and is responsible for publicizing all club events
- Respond promptly to incoming emails from club members

Treasurer

- Oversee all financial aspects of the organization, including membership and invoice collections.
- Compile and maintain membership list
- Maintain records showing exact source and destination of all deposits and withdrawals
- Maintain close communications with club advisors regarding all club expenditures

Media Director

- Responsible for updating club website as often as necessary to reflect all current club events, upcoming activities, and deadlines
- Take pictures and update to website for each club event

Note: Every officer has a list of company contacts

The Process:

Beginning March 14, we will contact the applicants to schedule in-person interviews. These interviews will be held during the week of April 5 ~ 9.

To apply:

Please send your resume to BruinActuaries@gmail.com along with an attachment (.DOC or .PDF) answering the following questions **BY SUNDAY, MARCH 14, 2010:**

- 1) What BAS events have you attended and how would you improve that event?
- 2) In what way/ways would you improve BAS?
- 3) If you could be born again as a math symbol, what symbol would you be and why?

Also, please include your name and your preferred phone number.

Thank you,

Bruin Actuarial Society