



Involvement in UTN

Hi! If you are reading this, hopefully you are interested in being part of arranging one of Uppsala Union of Engineering and Science Students' (UTN) many events and projects. There are some things to think about when applying for a position within UTN and this document aims to describe the most important things! For even more information, please take a look at this great video about involvement produced by the Marketing group 2019/2020: <https://utn.se/involvement/>.

Different types of involvement

The two main types of involvement in UTN are *committee* and *working group*. A committee works towards a specific event while a working group works continuously over a semester or a year. If you want to take a year-long study break and be involved full time in the union, you can apply to the union's management team.

Committees usually require you to attend 1-2 evening meetings per week during a few months leading up to the event. Often you need to work with your position specific tasks outside of meetings. Some weekends may also be mandatory, where you spend Saturday and Sunday preparing for the events. When time has come for the event, you will be expected to work full days during school days and/or weekends. Depending on the type of event, it can span over several weeks or just one day.

A working group usually has 2-4 meetings per month, along with additional hours during events. The events are often weekly or bimonthly. You may be expected to work during lunches, evenings, or weekends depending on which working group you apply for.

If you want an involvement that takes up less time, you can always *volunteer!* Many different events arranged by UTN need the help from volunteers and a shift is usually a few hours to one day long. For some events, there is a position called *group coordinators*. The responsibilities and workload as a group coordinator are somewhere in between being in a committee and volunteering. This can mean one meeting per week during 1-2 months, followed by shifts during the events.

What is it like to be involved in the union?

Being involved in the union is a lot of fun and you get to meet lots of other people studying different programs at the SciTech-faculty. Depending on which position you apply for, you get the opportunity to learn about things such as marketing, leading a group, working in a kitchen, and managing a website. However, there is also a lot of focus on getting to know each other, having fun, and experiencing the Uppsala student

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life! The work in committees, working groups, and as a group coordinator and volunteer is unpaid but you are still expected to show up and do your job.

Before applying

Make sure you've read available information about the position and what is expected of you before applying, especially the position description. When a position is being appointed there is usually a Facebook event which you can check out. There you'll find links to the position description, interviews with those who have held the position in previous years and contact information to the presidium. If you have general questions about the event, don't hesitate to contact the presidium. If you have specific questions about the position, you can always contact the person who held the position during the previous year. If you don't know who that is, contact the presidium and they can relay their contact information.

Have you read this far and still have questions about involvement, but don't know a specific person to ask? Don't hesitate to email info@utn.se. Hope to see you around!