**QSAA Mission:** The Queen’s Student Alumni Association is a student-run organization whose mission is to prepare students for success by connecting them to their future lives as engaged Queen’s alumni. It does this by offering current students the opportunity to hear, network, and connect with Queen’s alumni, and by providing them with outside-the-classroom skill development.

**Volunteer Position Summary & Purpose**

As a member of the Queen’s Student Alumni Association (QSAA) Executive Leadership Team (ELT), the Vice President Student Transition will be responsible for the conceptual implementation of the events and programs designed to transition students to their lifelong relationship with Queen’s University. This position will have a strong focus on event implementation and focus on the internal core programming of the QSAA.

The Vice President Student Transition will report directly to the QSAA President and work cooperatively with the Executive Leadership Team. Staff advisors for the QSAA will provide direction and support in the identification and implementation of annual QSAA and committee priorities.

**Major Duties & Responsibilities**

- Work with the QSAA Executive Leadership Team and staff advisors to identify and implement QSAA goals and objectives for 2018-19.
- Between the months of May and August, develop a strategic plan for the proposed calendar of events for the 2018-19 school year.
- Lead all strategic direction of the QYourFuture, Backpack to Briefcase, Alumni Speaker event portfolios, directly responsible for successful implementation by the QSAA Event Teams.
- Directs and offers guidance and support to the Events Chair and Ambassador Events Team to ensure success of the events portfolio.
- Offer meaningful and rewarding Ambassador event volunteer opportunities to increase the effectiveness of student-alumni interactions at every event, and to ensure signature events are properly populated.
- Responsible for maintaining the master schedule and logistical coordination of QSAA events for the year.
- Attend and participate at regular meetings with QSAA Executive to stay up to date on the QSAA activities and portfolios.
- Oversee relations with partners and sponsors working with the VP, Giving on potential granting opportunities for QSAA events.
- Makes an annual charitable gift to Queen’s at a level that is meaningful to them.

**Skills/Competencies Required**

- Demonstrated leadership ability.
- Strong initiative and solutions driven approach.
- Strong interpersonal skills.
- Excellent group and individual communication.
- Highly developed organizational capacity.
- Strong event management skills and proven practices.

**Skills/Competencies Acquired**

- Project management experience.
- Event management experience.
- Volunteer management experience.
- Networking with influential alumni and University contacts.
VOLUNTEER POSITION DESCRIPTION

Vice President Student Transition

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Expectations & Reporting

- Reports to the QSAA President
- Attends weekly Executive Leadership Team meetings and the QSAA Ambassador meetings on a bi-weekly basis
- For each of the Executive Leadership Team meetings, preparation of a Student Transition Portfolio report is expected. This update will detail the ongoing and annual activities and priorities of the Student Transition committees and activities
- Attendance to QSAA Events or if unavailable for an event, brief/train a designate member of the Leadership team to be the Event Lead

Time Commitment

The position is an unpaid one-year (May 1, 2018 – April 30, 2019) commitment. The average time commitment would be 8-10 hours a week for each term, depending on event and meeting activity.

Staff Partnership

The Vice President Student Transition partners with the Alumni Officer, Volunteer Relations & Reunions (VR&R) on portfolio development and the Assistant VR&R on resourcing and issues related deliverables.

Benefits

- Leading a volunteer team of engaged student leaders
- Opportunities to represent the QSAA and connect with alumni, University administration and other key stakeholders on campus at QSAA events and major Alumni and University events
- Gaining real-world project management and event management experience

I agree to the above conditions and will serve for a one year, volunteer term as Vice President Student Transition, Queen’s Student Alumni Association.

Name: __________________________ Date: __________________________

Signature: __________________________________________________________

Staff Partner: ______________________________________________________