President
Queen’s Student Alumni Association (QSAA)

This one-year term position:
- Allows for extraordinary impact to the Queen’s worldwide community.
- Is a transformative leadership experience, blending project and volunteer management.
- Offers exclusive opportunities to work with influential alumni, engage in real-world event implementation, volunteer engagement and motivation, and strategic thinking.
- Provides opportunities to create and develop relationships in various departments at Queen’s and in numerous locations around the world while learning tangible skills with real world application.

Job Description
Working closely with the staff partners in the Alumni Office, the successful candidate will:

1. Recruit, hire, train, lead and manage a team of volunteer ambassadors, comprised of volunteer executive vice presidents, committee chair volunteers, and general ambassadors.
2. Provide leadership and direction in the planning and delivery of QSAA core programming during the academic year. This includes the Backpack to Briefcase outside-the-classroom skills sessions, alumni speaker events portfolio, QYourFuture student-to-alumni transition programming, International Relations activities, and the Tricolour Giving philanthropy programming.
3. Develop and guide a consistent brand for the QSAA to market and promote the organization to the internal and external Queen’s community.
4. Lead a strategic planning process with the Executive Leadership Team to chart the direction of the QSAA for the current and future years.
5. Work with the QUAA Board of Directors to help implement QUAA annual objectives.
6. Provide regular updates on student activities to the QUAA Board of Directors while participating in QUAA conference calls and meetings.
7. Establish working relationships with the leaders of alumni branches across Canada and the rest of the world to better connect graduating students with these branches.
8. Attend all meetings of the Board of Trustees as an official observer, and also prepare an annual report for the Board to be delivered in conjunction with the QUAA President in Winter Term of 2019.
9. Reach out to Presidents and Leaders of other Student Alumni Associations across North America (particularly institutions who are also members of CASE ASAP District II) to learn about best practices and potential new programming.
10. Participate in the strategic direction of Homecoming by being an active member of the Homecoming Student Leaders Group, Homecoming Programming Committee, and any other ad-hoc committees.
11. Develop a comprehensive orientation and training program to prepare the QSAA Leadership and Ambassador Team for their roles as QSAA ambassadors.
12. Foster and utilize working relationships with the Queen’s University Alumni Association (QUAA), Board of Trustees, AMS, SGPS, and other key stakeholders with Queen’s.
13. Work with the department of Alumni Relations and Annual Giving to help implement the Department’s annual objectives.
14. Assist with Queen’s Spring Convocation, hosting and providing training to the QUAA Alumni Speaker before and after the ceremonies.
15. Participate in major departmental initiatives (including attending team meetings and reporting on student programs) as an integral member of the Alumni Relations and Annual Giving team. Also assisting with Queen's Convocation, Homecoming, Special Celebration Projects, and other priorities as needed.

16. Occasional travel and work outside the normal business hours will be required, and travel expenses will be paid by the department (as necessary and within reason.)

17. Makes an annual charitable gift to Queen's at a level that is meaningful to them.

18. Other duties as assigned.

**Required Skills**

The successful candidate will possess the following skills or qualities:

1. Proven leadership experience and ability.
2. Proven success in Volunteer Management and working with volunteers to achieve shared goals.
3. Excellent interpersonal and communication skills, both written and verbal.
4. Strong organizational skills and attention to detail.
5. Ability to work under pressure and tight deadlines, prioritizing and completing tasks.
6. A positive attitude and an enthusiasm for Queen's University that will always be evident to all audiences and stakeholders.
7. Good working knowledge of social media platforms (Facebook, Instagram, and Twitter) along with Microsoft Office – Word, Excel, and PowerPoint in particular. Familiarity with Adobe Photoshop, desktop publishing and web applications is an asset.

**About the Department**

The department of Alumni Relations and Annual Giving works with the Queen's University Alumni Association (QUAA) to advance the University's strategic goals and objectives. The department aims to keep students and alumni in touch with the University and with each other through a variety of programs and services including Homecoming Weekend (October 19-21, 2018), Queen's worldwide Alumni Branch Network, Alumni Travel, and Convocation program.

The Queen's Student Alumni Association (QSAA) exists to prepare students for success by connecting them to their future lives as engaged alumni. Students are a part of the Queen's community, which includes a network of over 150,000 Queen's alumni around the world. The QSAA helps prepare students for life after Queen's by offering the opportunity to hear, network, and connect with Queen's alumni and by providing outside-the-classroom skills training. QSAA Ambassadors maintain a student presence at alumni functions such as Alumni Luncheons, QUAA Branch Award Dinner events in Kingston, Toronto, Ottawa, and Montreal, and other alumni reunion activities.

**Terms**

- One-year term position
- Full time (35 hours/week) from May 2, 2018 – August 24, 2018. Summer work hours 9:00 a.m. – 5:00 p.m. (17 weeks)
- Part time from September 4, 2018 – April 26, 2019. Fall/Winter hours are flexible and based around the candidate’s academic schedule, though 12 hours a week are paid during the academic year (for 32 weeks)
- $17.00 per hour (includes 4% vacation pay)

**Application Procedure**

Please submit a resume, cover letter, and outline of your vision and goals for the QSAA (no more than 1,000 words) by email to Ben Seewald at ben.seewald@queensu.ca, or by hard copy to Summerhill Building, Main Reception by Friday, February 9, 2018 at 12:00 p.m. (noon). Please see queensu.ca/qsaa for further information about the organization.

If you have any questions about this position, please contact Ben Seewald directly at ben.seewald@queensu.ca or 613-533-6000 ext. 78701.

*We thank all applicants for their interest, but only those selected for an interview will be contacted.*