**VOLUNTEER POSITION DESCRIPTION**

**Director of Student Transition**

**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 achieves 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) Leadership Team, the Director of Student Transition will be responsible for the implementation of the programs and events designed to transition students to their lifelong relationship with Queen’s University. This position will have a strong focus on professional skill development and event implementation.

The Director of Student Transition will report directly to the QSAA President and work cooperatively with the other members of the QSAA Leadership Team. Staff advisors for the QSAA will provide strategic direction and historical guidance in the identification and implementation of annual QSAA and committee priorities.

**Major Duties & Responsibilities**

- Work with the QSAA Leadership Team and staff advisor to identify and implement QSAA goals and objectives for 2020-21
- Between the months of May and August, develop a strategic plan for the proposed calendar of events for the 2020-21 school year, encompassing OGSM (Objective, Goal, Strategy, Measures) and SWOT (Strength, Weakness, Opportunity, Threat) analyses
- Lead all strategic direction of the QYourFuture, Backpack to Briefcase, Alumni Speaker event portfolios, directly responsible for successful implementation by the QSAA Event Teams
- Direct and offer guidance and support to Ambassador Team to ensure success of the professional skills and events portfolios
- 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 Leadership to stay up to date on the QSAA activities and portfolios
- Oversee relations with partners and sponsors working with the Director of Giving on potential granting opportunities for QSAA events
- Makes an annual charitable gift to Queen’s at a level that is meaningful

**Skills/Competencies Required**

- Demonstrated leadership ability
- Strong initiative and solutions driven approach
- Strong interpersonal skills
- Excellent group and individual communication
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- 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 Queen’s University connections

**Expectations & Reporting**

- Reports to the QSAA President
- Attends weekly QSAA Leadership Team meetings and the QSAA Ambassador meetings on a bi-weekly basis
- For each of the QSAA 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 13, 2020 – April 30, 2021) commitment. The average time commitment would be 8-10 hours a week for each term, depending on event and meeting activity.

**Staff Partnership**

The Director of Student Transition partners with the Alumni Officer, Alumni & Student Strategic Initiatives on portfolio development and issues related deliverables.

*I agree to the above conditions and will serve for a one year, volunteer term as Director of Giving, Queen’s Student Alumni Association.*

Name: __________________________ Date: __________________________

Signature: __________________________

Staff Partner: __________________________

Phone: __________________________

Emergency Contact: __________________________