

Volunteer Position Description

QSAA First-Year Intern

QSAA Mission: “The Queen's Student Alumni Association (QSAA) is a student-run organization that prepares Queen’s students for success by connecting them to their futures as engaged Queen's alumni. QSAA’s events offer students opportunities to hear, network, and connect with Queen’s alumni, and provide them with outside-the-classroom skill development.”

Volunteer Position Description

The QSAA team works to foster connections between Queen’s students and Queen’s alumni. As a QSAA volunteer, you will encounter unique and exciting opportunities to connect students with alumni, help prepare students for their future after graduation, develop leadership and professional development experience, and gain a deeper knowledge of the Queen’s community!

Volunteers will assist in implementing marketing strategies to promote the QSAA, host Alumni-Speaker Events, facilitate Backpack to Briefcase (skill-building) workshops, participate in promoting the Tricolour Giving Initiative and increase student awareness and engagement levels of understanding the importance of alumni support (specifically, of the Queen’s University Alumni Association (QUAA) and local Branches).

The First-Year Intern Council was created by Aaryan Chaudhury, QSAA’s 2020/2021 President, with the mission of creating sustainable and long-term relationships within the volunteer team. With this volunteer position, we hope you create long-lasting relations that will last throughout your undergraduate journey while gaining professional and skill-building experiences! Students must be in their first year at Queen’s to be considered for this volunteer position.

Duties & Responsibilities

- ✚ As a collective, the First-Year Intern Council is responsible for creating, overseeing, and implementing a year-end event
- ✚ First-Year Interns will be able to choose 2 portfolios of interest to work more closely with for the duration of the Fall and Winter Terms (1 portfolio per term). Through which, you assist in implementing the goals and special projects within the specific portfolio
- ✚ Attend a mandatory training session on Saturday, September 25th, 2021
- ✚ Report to the Leadership Team through constant communication over Microsoft Teams

- ✦ Attend monthly Intern Council meetings with the QSAA President and bi-weekly full-team meetings (as scheduling permits). Meetings will **not** be held during exams, holidays, or Reading Week!

Skills/Competencies Required

- ✦ Interest in celebrating the alumni community and diversity of Queen’s University students; passion for volunteerism and student success
- ✦ Time management skills and strong interpersonal skills
- ✦ Ability to lead with an empathetic, professional, and inclusive mindset when interacting with the QSAA team, alumni, and University stakeholders



Skills & Benefits Acquired

- ✦ Experience representing Queen’s University with professionalism to other students; acting as a student leader for the University
- ✦ Networking opportunities with influential alumni and university administration contacts at exclusive Queen’s University Alumni Association (QUAA) events
- ✦ Experience working with a team of diverse student and staff leaders
- ✦ Tangible skills regarding event-planning, hosting, philanthropy, volunteer relations, and marketing and promotions



Time Commitment

The position is a volunteer (unpaid) 8-month (September 2021–April 2022) commitment. The average time commitment would be 3-5 hours a week for each term, depending on events, meetings, and activities.

Staff Partnership

The First-Year Interns will work with the QSAA Staff Advisor, Kim Day, who will provide support, guidance, and assistance with any role-related issues or concerns.

Thank you for your interest in the Queen's Student Alumni Association!
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