

Volunteer Position Description

QSAA Graduate Representative

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 and local Branches).

The Graduate Representative position is eligible for current graduate students at Queen's, who display a passion for volunteering and drive to prepare themselves and others with the skills for success in the workplace.

Duties & Responsibilities

- ⊕ Provide insight, knowledge and recommendations on event, initiative, and project proposals.
- ⊕ Market and communicate QSAA activities to graduate students and graduate departments, acting as the Liaison between the QSAA and SGS
- ⊕ Responsible for holding office hours/coffee chats with all QSAA members acting as the team's internal mentor. Discussion areas include graduate programs, career paths, etc.
- ⊕ Present at a general meeting once a semester about a professional topic/learned workplace skill
- ⊕ Choose and work with two portfolios of your choice in the Fall and Winter terms

- ⊕ Work with the QSAA President and your portfolio's Director by attending one-on-one meetings and bi-weekly full-team meetings (as scheduling permits). Meetings will **not** be held during exams, holidays, or Reading Week!
- ⊕ Attend a training session on Saturday, September 25th, 2021
- ⊕ Report to the Leadership Team through constant communication over Microsoft Teams

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

- ⊕ Mentoring experience with undergraduate students and experience working with Queen's alumni
- ⊕ 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

Time Commitment

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

Staff Partnership

The Ambassadors 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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