

Volunteer Position Description

Human Resources Ambassador

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).

Portfolio-specific Ambassadors assist the Leadership Team with their portfolio’s goals and special projects. As a portfolio-specific Ambassador, you will work with a dedicated team of volunteers to oversee and implement the activities within your portfolio. Whether through the Giving, Student Transition, Marketing and Communications, Volunteers, Mentorship, or Stewardship portfolio, you will have the opportunity to gain hands-on experience with a portfolio that interests you (must be a student and enrolled in classes at Queen’s to be considered for this volunteer position).

Duties & Responsibilities – Volunteers, HR Specialization Portfolio Ambassador

- ✚ As a Volunteers Portfolio Ambassador, you will work cooperatively to create fun and interactive team socials and full-team meetings! You will be responsible for hosting and taking meeting minutes for all full-team meetings and providing support for all members of the QSAA
- ✚ With a specialization in **Human Resources** (HR), you will work to standardize all QSAA procedure and policy including all strategic planning and logistical processes for hiring, events, marketing, etc. You will shadow the HR Director when discussing and implementing resolutions to internal conflicts (if applicable)

- ✚ Responsible for upholding and encouraging inclusivity, thereby promoting open and constant communication within the QSAA Leadership Team and all volunteers
- ✚ Attend a mandatory training session on Saturday, September 25th, 2021
- ✚ Work with the Leadership Team and maintain communication over Microsoft Teams
- ✚ Report directly to the QSAA President and your portfolio’s Director by attending arranged one-on-one 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
- ✚ Gain experience planning and hosting events including team socials and meetings
- ✚ Create connections (both professional and personal) with the entire QSAA team
- ✚ Gain insight and tangible experience in encouraging dialogue through conflict-resolution, communication, and standardizing QSAA policy and procedure



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.

***Note:** if you do not have a preference for a Specialization within the Volunteers Portfolio, please advise during your interview. We can place you in a Specialization based on availability and capacity.*

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