



QUEEN'S PROJECT ON INTERNATIONAL DEVELOPMENT

APPLICATION FOR CAMPUS AND COMMUNITY DIRECTOR 2010-2011

Name:

Major/Discipline and Year:

Phone Number:

E-mail:

If you have any questions about the nature of the position or the application process, please contact Rebecca Gill at 613-533-6845 or via email at qpid.generaldirector@gmail.com. Unsuccessful candidates may still be considered for other directorate positions.

1. In a page or two, describe QPID's mission statement and vision statement (see below) and your understanding/experiences of "development" work.
2. Describe what motivated you to apply for this position and why you are drawn to QPID.
3. Discuss your vision for QPID for the upcoming year. Where do you see room for growth and/or improvement?
4. Discuss the Campus and Community Director's role in the organization, possibly expanding on the key points listed in the roles and responsibilities (see below). Please describe how your specific skills strengthen your ability to maintain this role.
5. Discuss how you would help to ensure cohesion, team building, communication and positive dynamics among the different aspects of QPID (ie. Between directors, executive, committee members, cooperants and general members).
6. Please describe, in your own words, a challenge QPID continues to face or has faced in recent years.
7. If there are any other directorate positions you are interested in please state them below and why you think you would be suited to that role.
8. If there is anything that you feel was not adequately covered in the questions above, which is relevant to this application, please supply that information below.
9. Please include your complete agenda for the week of March 22nd to March 31st so that interviews can be arranged without any conflicts.

Application for Campus and Community Director 2010-2011

Please keep responses to a maximum of 8 pages (size 12 font), not including resume.

Please include a current resume with a list of 3 references.

Applications are due on March 20th by 5:30 pm.

Qualified candidates will be interviewed from March 22nd to March 31st.

Electronic submission is preferred- please email to qpид.generaldirector@gmail.com or drop them off to the QPID mailbox (c/o Douglas Haney, Incoming Vice-President of Student Development) in the Engineering Society Lounge of the ILC

www.qpid.ca

Vision Statement

“To foster a development consciousness in the Queen’s community as a catalyst for local and global change.”

Mission Statement

"QPID is a venue for collaboration among students and members of our host communities to share knowledge and promote development consciousness. QPID uses a holistic approach to development through engagement in critical thinking and informed action."

Campus and Community Director: Roles and Responsibilities

Though hired in the February-March the Campus and Community Director is expected to officially move into their role at the end of the exam period. During the period after hiring and before official transfer of duties, the outgoing Campus and Community Director will transition the incoming Campus and Community Director into their role. This process will include job shadowing.

The Campus and Community Director role involves coordinating and overseeing QPID’s involvement in the Queen’s and Kingston community. Beyond responsibilities shared by the entire QPID Directorate, the C&C Director is responsible for providing support, resources, and guidance to all executive and committee members within their portfolio, which includes the High committee, the High School Outreach committee, the Engineering Outreach committee, and the Forum coordinator. Working with the Forum coordinator, the C&C Director is also responsible for organizing Internal QPID Forums, an important way to keep QPID transparent and accessible to all members. Beyond this support role, they also have their own duties including:

- Overseeing and coordinating QPID’s involvement with other campus initiatives
- Coordinating volunteer opportunities for QPID members in the Kingston community
- Coordinating QPID socials
- Preparing minutes for Forum, executive meetings, and directorate meetings
- Creating internal newsletter for forum participants monthly
- Training for executive members

Application Checklist

- Current resume with relevant experience

Application for Campus and Community Director 2010-2011

- Contact information for three references
- Application form with questions completed
- Schedule of availability for the following academic week (March 14 – 22)
- Please let us know if you require any accommodation at the time of your interview, during the hiring process, or the employment itself. QPID is an equitable opportunity employer, and will work to accommodate any special needs brought to our attention by our applicants and employees. This information can include, but is not limited to, physical accessibility, allergies, concerns about mental or emotional triggers, etc. For further questions or information please contact Rebecca Gill at qp.id.generaldirector@gmail.com. None of this information will be held against you in our decision process.

THIS APPLICATION FORM IS CONFIDENTIAL ONCE COMPLETED. THIS INFORMATION WILL NOT BE SHARED WITH INDIVIDUALS OR GROUPS OUTSIDE OF THE INTERVIEW PANEL.