



## QUEEN'S PROJECT ON INTERNATIONAL DEVELOPMENT

### APPLICATION FOR PROJECTS 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 [qpид.generaldirector@gmail.com](mailto:qpид.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 Projects 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 14<sup>th</sup> to March 22<sup>nd</sup> so that interviews can be arranged without any conflicts.

# Application for Projects 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 12<sup>th</sup> by 11:59 pm.**

Qualified candidates will be interviewed from March 14<sup>th</sup> to March 22<sup>nd</sup>.

Electronic submission is preferred- please email to [qpид.generaldirector@gmail.com](mailto: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](http://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."

## **Projects Director: Roles and Responsibilities**

Though hired in the February-March the Projects 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 Projects Director will transition the incoming Projects Director into their role. This process will include job shadowing. Over the course of the summer the Projects Director should be in contact with the Summer Operations Director to provide support, the outgoing Projects Director will serve as a resource to the Summer Operations Director.

The Projects Director is responsible for coordinating all aspects of QPID’s summer projects. The Projects Director works closely with the Projects Manager(s) and the Site Directors throughout the year. The Project Director’s responsibilities include:

- ❖ Participation in hiring of QPID executive.
- ❖ Attendance of Advisory Council meetings three times a year.
- ❖ Have one on one conversations with all of the returning cooperants along with the Summer Director and General Director
- ❖ Read all final personal and project reports in order to asses project partners/regions
- ❖ Along with the directorate and past Site Directors, choose the regions for the upcoming summer

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- ❖ Contacting potential and past project partners to establish summer projects.
- ❖ Drafting partnership agreements with the Project Partners, once chosen
- ❖ Ensuring that contract and project-related policies and requirements are up to date and sufficient including annual updates to the Projects Manual
- ❖ Hiring of Site Directors and Cooperants.
- ❖ Ensuring adequate preparation and training of site directors and cooperants prior to departure.
- ❖ coordination of Selection Day and cooperant interviews
- ❖ conducting a fundraising information session for cooperants
- ❖ coordinating the cooperant retreat in January with Kingston Projects and Campus and community and the training week in May
- ❖ Organize monthly all cooperant training sessions on topics of general interest, such as safety and health
- ❖ Attending weekly meetings with general members, executive, International Projects Managers, Site Directors and directors.
- ❖ Finalizing summer projects.
- ❖ Finalizing Emergency Protocol procedures and PEC.
- ❖ Writing a letter to parents of site directors and cooperants providing a summer project overview.
- ❖ Setting dates for the submission of final and personal reports as well as Site Director transitions upon completion of projects.
- ❖ Being a resource for those who have questions and concerns, and lending support to all those involved with projects.
- ❖ Writing a complete transition of all aspects of the year.
- ❖ Work with and support project managers, site directors and cooperants
- ❖ Specifically, work with project managers on the following tasks

- Hiring of Site Directors and Cooperants

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- Coordination of Selection Day and Cooperant interviews
- Creating cooperant handbooks and country specific sections
- ensuring all cooperants have adequate first aid training and have completed International Centre training
- ensuring that cooperant contracts, medical forms, insurance, vaccinations, and visas are completed.
- aid in the preparation of the cooperants logistics binder materials, including the final and personal report formats prior to departure.

One of the main roles of the Projects Director is as a coordinator between the people, events and administrative duties that are involved in the project aspect of QPID. Ultimately, it is the Projects Director who must ensure that all project-related tasks are completed prior to departure. Another key aspect of the position of Projects Director is that of ensuring that all selections, be they projects or cooperants, are made in the best interest of QPID and consistent with its mandate. The Project Director will have significant knowledge of all aspects of QPID with special emphasis on the administrative duties associated with QPID's international projects. The Projects Director as a leader of QPID team must focus on team building and dynamics within and between projects, as well as between the executive and project participants.

## **Application Checklist**

- Current resume with relevant experience
- 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 [qpид.generaldirector@gmail.com](mailto:qpид.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.**