



Application Package

Head Manager 2010-2011

*Campus
&
Equipment
Outfitters*

Open to Applied Science Undergraduate Students

Head Manager Job Description



Campus Equipment Outfitters serves the student community by providing custom merchandise and clothing, as well as Queen's Engineering merchandise and Engineering Jackets. A team of three managers works to design, market and supply a line of merchandise each year; items include: baseball caps, t-shirts and hoodies. Custom merchandise services including design ordering and shipping. This group of students runs CEO out of the Alumni Lounge of Clark Hall.

Self motivated, charismatic individuals with extensive teamwork and leadership experience are currently being sought for the 2010-2011 Head Manager Position.

The **major roles** of the Head Manager include: hiring of Assistant Managers; creating a strategic plan and driving the overall strategic direction of CEO; overseeing the Assistant Manager portfolios through weekly meetings; acting as a liaison with key stakeholders; monitoring financial information and compiling reports; and service record keeping.

Skills and interests that will be considered an asset for this position include:

- Strong leadership skills
- Enthusiasm and a positive attitude towards networking
- Demonstrated oral and written communication skills
- Interest in small business management and finances
- Strong ability to research and learn independently
- Ability to motivate self and assistant managers, and work in groups
- Extensive time management and organizational skills
- Ability to develop projects through all stage of development and implementation
- Ability to analyze information and develop conclusions

Reports to:

- Engineering Society Director of Services
- Engineering Society Vice-President (Operations)

Time Commitment:

- Expected to put in approximately 20 hours a week

Work Term:

- May 1st, 2010 to April 30th, 2011

Salary:

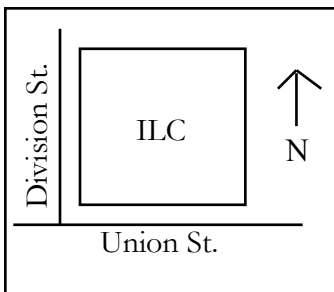
- 2009-10 School Year Salary of \$160/week
- 2010-11 Salary Under Review





Head Manager Application and Interview Process

Applications are **due Wednesday, March 3rd, 2010 at 5:30pm**. Please submit them to the **EngSoc Mailbox in the EngSoc Lounge** in the ILC (see map below), or to the After Hours Drop box outside the Lounge across from the Tea Room. Additionally, please **submit an electronic copy** to Dan Gleeson, Director of Services at services@engsoc.queensu.ca.



Your application will be used to determine if an interview will be granted. Interviews will be in the evenings and on the weekend between March 5th and 7th. If you have any conflicts during these times please indicate them on your application.

If you have any questions about the position, application or interview process, please feel free to contact:

- Dan Gleeson, EngSoc Director of Services at services@engsoc.queensu.ca
- Ryan Low, EngSoc Vice-President (Operations) at vpops@engsoc.queensu.ca

Application Requirements:

Please include the following in your application:

- Resume
- Cover Letter
- Application Form (next page)
- A Position Proposal including answers to the following questions:
 1. Complete a key action plan and time line for major projects you for see next year.
 2. What are your visions and goals for Campus Equipment Outfitters for the 2010 – 2011 school year? What are your long term goals for Campus Equipment Outfitters in the next 5 years?
 3. What are the major challenges Campus Equipment Outfitters will face in its coming year of operation?
 4. Why are you interested in this position?
 5. What are your visions for each of the assistant manager portfolios?
 - a. Sales Manager
 - b. Graphic Design & Marketing Manager
 6. What leadership style do you think is most effective? What experiences have you had that make you a strong leader?
 7. Complete a concise plan for marketing Campus Equipment Outfitters to all Engineers and the Queen's Campus.



Head Manager Application Form

Contact Information: (Please fill this section in)

Name: _____
Student Number: _____
Queen's E-mail: _____
Current Year and Faculty: _____
Kingston Telephone: (Primary) (____) ____ - ____ (Secondary) (____) ____ - ____
Kingston Address: _____

I give my permission for my name and likeness to be used on the EngSoc Website:

Yes No

I certify all information contained in this application to be correct:

Signature: _____ Date: _____

Please describe your availability for interview between March 5th and March 7th:

Friday, March 5th	Saturday, March 6th	Sunday, March 7th

For Internal Use Only: (Do Not Fill in the section)

Application received by: _____ Date: _____

Contacted: Confirmed: Interviewed: Hired: Yes No

Thank you for your interest in Campus Equipment Outfitters and the Engineering Society, we will be in touch soon!