



## ENGINEERING SOCIETY OF QUEEN'S UNIVERSITY

Clark Hall, Queen's University Kingston, Ontario K7L 3N6  
Tel: (613) 533-6008 Fax: (613) 533-6678  
<http://engsoc.queensu.ca>

### Now Hiring: Engineering Society Service Staff Members (Clark Hall Pub, iCons and Tea Room)

#### Job Descriptions:

##### *Clark Hall Pub*

Clark Hall Pub, known as the Center of the Universe, has established itself as a welcoming, relaxing atmosphere on campus to grab a drink with friends, enjoy a great band's performance, play some foosball, and just have a great time. Clark is hiring DJs and Bar Staff for the upcoming school year who are enthusiastic and hardworking individuals. The positions at Clark Hall Pub are available to any undergraduate student in an AMS faculty.

##### *iCons*

The iCon service acts as a student resource for the Integrated Learning Center (ILC). Home to Engineering and Applied Science at Queen's, the building contains many group rooms and labs, the Faculty offices, the Engineering Society offices, the Tea Room, and much more. The role of the iCon is to act as a resource to students by keeping the building accessible after normal faculty hours. This includes providing building, lab, and special equipment access to students. **Only undergraduate students in the Faculty of Applied Science are eligible for a position as an Integrated Constable (iCon).**

##### *Tea Room*

The Tea Room is a student-run, environmentally conscious coffee shop. Located in Beamish Munro Hall (also known as the ILC), the Tea Room operates under the Three Pillars of Environmental Responsibility, Fiscal Sustainability, and Education. Through a welcoming atmosphere, the Tea Room aims to provide a unique atmosphere and learning experience to the customer while operating in environmentally, socially, and fiscally responsible ways. Undergraduate students in any AMS faculty are eligible for a staff position with the Tea Room.

#### Contact Information: (Please fill this section in)

Name:

E-mail:

Kingston Telephone:

Kingston Address:

I give my permission for my name to be used on the EngSoc Website: Yes  No   
I certify all information contained in this application to be correct:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please circle the service position(s) you are applying for. If applying to more than one service, please indicate your first, second and third (if applicable) job preferences **Your rankings will not be used for or against you during the selection process**; rather, if you are chosen for multiple services, you will be offered a position with your highest choice.

	Ranking
Clark Hall Pub	

	Ranking
iCons	

	Ranking
Tea Room	

**Application and Interview Process:**

Applications are due **Thursday, March 18<sup>th</sup> 2010**. Please submit **this document** to the **EngSoc Mailbox** in the Tom Harris Student Lounge in the ILC across from the Tea Room, or to the After Hours Dropbox outside the Lounge.

**Additionally, please submit a resume and cover letter to the mailbox(es) (one for each position applied for) listed below.**

- Clark Hall Pub – EngSoc Mailbox in the Tom Harris Student Lounge
- iCon – iCon Mailbox in the Tom Harris Student Lounge
- Tea Room – Tea Room Mailbox in the Tom Harris Student Lounge

**Additionally, please submit an electronic copy of your resume, cover letter, and this form, to Erik Giles, incoming Director of Services at [services@engsoc.queensu.ca](mailto:services@engsoc.queensu.ca), and Emily Fay, Vice-President Operations Elect, at [vpops.elect@engsoc.queensu.ca](mailto:vpops.elect@engsoc.queensu.ca).**

First round interviews will be held March 20<sup>th</sup> through 24<sup>th</sup>. **If you have any conflicts during these times, please indicate them on your application.** Interviews will be approximately 30 minutes in length, and applicants will be notified of their interview by via email. If you have any questions about the position, application or interview process, please feel free to contact Dan Gleeson, Director of Services at [services@engsoc.queensu.ca](mailto:services@engsoc.queensu.ca).

**Application Requirements:**

On a separate sheet of paper, please answer the following questions (for each service you are applying for). Please attach the responses to your resume, and try to keep your answers succinct and to the point.

1. Why would you like a position with this EngSoc service?
2. What skills or past experience do you have that make you an excellent candidate?

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**For Internal Use Only:**

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

Contacted:  Confirmed:  Interviewed:  Hired: Yes  No

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