



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

The Engineering Society of Queen's University Presents...

Alumni Relations Chair

Professional Development



Alumni Relations Chair Position Description

Purpose/ Main Goal:

Student-Alumni connections are a huge focus for Queen's Engineering as they provide students with the opportunity to meet and talk with graduates in the same program. Connecting with alumni presents many benefits, beyond making contacts that can be utilized when applying for work. Students have the opportunity to ask questions and learn about the various opportunities available after they graduate. Furthermore, they can receive advice on how to succeed in their degree. They can expand their professional network and develop networking and professional development skills required to work in industry. The Alumni Relations Chair and the Committee on Alumni Relations provides Queen's students with these opportunities by working closely with Alumni and planning numerous professional development events.

Job Description:

The Alumni Relations Chair is the head of the Committee of Alumni Relations, which creates, plans and runs events and other opportunities for Queen's Engineering students to connect with both young and older Alumni. This provides opportunities for students to develop professionally so they can confidently enter life after graduation. This is done through PEP talks at homecoming, the Alumni Networking Summit, and mentorship programs. The Chair will assign each member tasks that relate to their skill set and areas of interest.

Responsibilities:

1. Oversee the Alumni Relations committee.
2. Delegate tasks to the committee members.
3. Present Professional Development ideas and content at conferences, and to the Director team as well as other engineering students.
4. Connect conferences, design teams and engineering students with Alumni.
5. Communicate with Alumni.



Time Commitment:

5-20 hours/week (depending on the week).

Skills:

Required	Gained
<ul style="list-style-type: none">• Teamwork.• Leadership.• Organization.• Time Management.• Interpersonal Skills (i.e. "People Skills").• Responsibility.• Logistical Skills (i.e. Event Planning, Organization of People).• Professionalism.	<ul style="list-style-type: none">• Leadership.• Event/project management skills.• Networking skills.• Professional network and connections.• A better understanding of the opportunities available to engineers after graduation.• Time Management.• Professionalism.

Daily Tasks:

- Checking emails.
- Organizing meetings.
- Communicating with Committee Members.
- Attending last minute meetings.

Past Projects/Accomplishments:

- Organized a Homecoming Panel, where alumni answer questions and talk about their experience as an engineer.
- Worked to secure more Alumni for the First-Year Conference Panel
- Ran Queen's first Alumni Networking Summit which occurred in Toronto and was attended by approximately 150 students and 100-150 alumni.



Timeline:

- **Hiring:** March
- **Hiring of the Alumni Relations Committee:** Late March and early April
- **Training:** March
- **Busy Periods:**
 - July/ August (Begin prepping for the upcoming semester)
 - Late September/ Early October (Alumni Homecoming Panel)
 - Late October-January (Alumni Networking Summit)
 - November-Early January (First Year Conference)

Meetings Attended:

Meeting Name	Frequency	Length
Professional Development Meeting with Director of Professional Development and Chair of Industry Relations	Weekly	1 hour
Alumni Relations Committee Meeting	Weekly	1.5 hours
Alumni Networking Summit Meeting	Weekly	2-3 hours
Meeting with Engineering Advancement	As necessary	1 hour

Incumbent Will Work With:

Role	Involvement Summary
Alumni Relations Committee Members	The committee members work together to complete tasks and plan events.
Committee on Industry Relations and Chair	The two committees work together to complete tasks and plan events.
Director of Professional Development	Oversees all projects related to Professional Development.
Alumni and Queen's Young Engineering Alumni	Connects them with students at the Alumni Networking Summit.
Engineering Advancement	Searches for Alumni.



Past Incumbents:

Name	Year(s) in Position	Email address
Andrew McClelland	2016-2017	andrew.m.mcclelland@gmail.com

If you're interested in *Alumni Relations Chair*, you may also be interested in...

- Alumni / Industry Relations Committee
- Chair of Industry Relations
- Director of Professional Development
- Conference Chair