



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

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

Committee on Alumni Relations

Professional Development



Committee on Alumni Relations 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 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 Committee creates, plans and runs events and other opportunities for Queen's Engineering students to connect with both young and older Alumni. This is done through PEP talks at homecoming, summits and mentorship programs. In the Committee of Alumni Relations, you will work with a team led by the Committee Chair. The Chair will assign each member tasks that relate to their skill set and areas of interest.

Responsibilities:

1. Work with other committee members to plan professional development events.
2. Perform and execute assigned task(s).
3. Communicate with Alumni.

Time Commitment:

1-5 hours/week



Skills:

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

Past Projects/Accomplishments:

- Developed the Interview an Engineer Assignment in APSC-100.
- Alumni Mentorship Summit.
- Reached out to media to promote student and alumni communication (e.g. Online connection forum).
- Homecoming PEP Talks.
- Coordinated merchandise for the Professional Development team.
- Connected first years with engineers for their Interview an Engineer assignment.

Timeline:

- **Hiring:** End of second semester.
- **Busy Periods:** September-December and March, before the summit.

Meetings Attended:

Meeting Name	Approximate Length	Frequency
Alumni Relations Meetings	1 hour	Biweekly



Incumbent Will Work With:

Role	Involvement Summary
Other Alumni Relations Committee Members	The committee members work together to complete tasks and plan events.
Alumni Relations Chair	Assigns tasks and heads up the committee.
Director of Professional Development	Oversees all projects related to Professional Development.
Alumni	Connects them with students.

Past Incumbents:

Name	Year(s) in Position	Email address
Benji Christie	2016-2017	benji.christie@queensu.ca
Rachel McConnell	2015-2016	rachel.mcconnell@queensu.ca
Jenna Murphy	2015-2016	j.murphy@queensu.ca

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

- Alumni Relations Chair
- Industry Relations Chair
- Committee on Industry Relations
- Director of Professional Development
- Conferences Committee Speakers Coordinator or Co-Chair
- Director of Community Outreach