



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

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

Resource and Workshop Manager

Academics



Resource and Workshop Manager

Position Description

Purpose/ Main Goal:

Engineering is a very academically challenging and demanding program. The main goal of EngLinks is to help Queen's Engineering students overcome these academic challenges by providing them with guidance, study resources and connecting them with helpful upper years who are eager to assist and share their knowledge. As the EngLinks Resource and Workshop Manager, you would assist EngLinks in accomplishing this goal by managing and creating improvements to existing resources and workshops.

More information about EngLinks can be found at: <https://englinks.ca/about-englinks/>

Job Description:

The Resource Manager works alongside the Marketing Manager, Business Manager and Head Manager to plan, prepare and execute EngLinks' resources and workshops. This includes creating workbooks for final and midterm workshops and other resources available on the EngLinks website. This provides students with a variety of materials to support all their learning needs. This role requires strong organizational and management skills. It is ideal for someone who likes to work in teams and brainstorm new ideas. Attention to detail is key in ensuring all resources and workshops run smoothly.

Responsibilities:

1. Revise and create new workbooks and resources with tutors.
2. Organize tutors prior to the workshops.
3. Manage past resources and the EngLinks Textbook Lending Library.

Time Commitment:

5 + hours/ week



Skills:

Required	Gained
<ul style="list-style-type: none">• Teamwork• Leadership• Organization• Time Management• Interpersonal Skills (i.e. "People Skills")• Good communication skills• Logistical Skills (i.e. Event Planning, Organization of People)• Professionalism	<ul style="list-style-type: none">• Teamwork• Organizational skills• Creative thinking• Develop connections within the Engineering Society

Daily Tasks:

- Check email multiple times daily.
- Brainstorm new resources.
- Locate and engage tutors to create resources.
- Update outstanding resources.

Past Projects/Accomplishments:

- Developed and improved workbooks and other resources.
- Developed resources for management (e.g. a chrome web-app to monitor payments owed by students).

Timeline:

- **Hiring:** Hired in March
- **Busy Periods:** Spring, during midterms and final season (e.g. November, December, February, April).



Meetings Attended:

Meeting Name	Approximate Length	Frequency
Management Meetings	1-2 hours	A few times a month
Tutor Meetings	1-2 hours	A few times a month

Incumbent Will Work With:

Role	Involvement Summary
EngLinks Management Team	Create new resources and plan workshops.
Tutors	Work together to create new resources.

Past Incumbents:

Name	Year(s) in Position	Email address
Jenna Marks	2016/2017	Englinks.wr@engsoc.queensu.ca
Adan Moran-MacDonald	2015/2016	12amm19@queensu.ca

If you're interested in *Resource and Workshop Manager*, you may also be interested in...

- EngLinks Head Manager, Marketing Manager, Business Manager and tutor.
- Manager of Services (e.g. Tea Room, Clark, CEO).
- Director of Academics