



THE ENGINEERING SOCIETY  
OF QUEEN'S UNIVERSITY

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

# *First Year Project Coordinator*

First Year



## FYPCO Position Description

### Purpose/ Main Goal:

First Year involvement is an exciting way for First Years to have a positive impact on their university experience by developing friendships with students of all years, learning valuable skills, having their voices heard, and finding a balance between extracurricular activities and academics.

The First Year Project Coordinator (FYPCO) Program is a program specifically developed for First Years! It allows First Years to work alongside an Engineering Society Director, Executive Director, or Service Manager. Throughout the year, FYPCOs assist their mentor in completing targetable and valuable tasks that greatly impact student life.

### Job Description:

The pairings for FYPCOs and their mentors are usually assigned based on personal interests of the First Year, as well as matching personalities. The actual responsibilities of FYPCO role may vary, depending on which mentor a First Year is assigned to. Therefore, the FYPCO program appeals to any interests and passions. Some past mentors include:

- President
- Vice President of Operations
- Vice President of Student Affairs
- EngLinks and the Director of Academics
- Director of First Year
- Director of Professional Development
- Director of Design
- Director of Conferences
- Director of Communications
- Director of Internal Affairs
- Director of Community Outreach

As a FYPCO, you will make connections with friendly upper year students and become a part of the FYPCO family. FYPCOs work with their mentor to discuss projects and set reasonable deadlines. The mentors have all experienced firsthand the transition to First Year, therefore,



they understand the challenges faced, such as flexibility with due dates. FYPCOs and their mentor work together to ensure the time commitment that is appropriate.

## Responsibilities:

Responsibilities vary for different roles and assignments. Some general responsibilities of a FYPCO are listed below.

1. Meet with their upper year mentor.
2. Work on exciting project(s) with their mentor, others in the Engineering Society, and/or individually.
3. Attend meetings with all of the FYPCOs.
4. Communicate with their mentor regarding progress and ask for assistance when needed. Mentors are always more than happy to lend a hand!

## Time Commitment:

The time commitment varies for different FYPCOs, but generally averages between 1-4 hours/week. This can be discussed with the Director of First Year, FYCOM and the upper year mentor.

## Skills:

Required	Gained
<ul style="list-style-type: none"><li>• Teamwork.</li><li>• Leadership.</li><li>• Organization.</li><li>• Time Management.</li><li>• Interpersonal Skills (i.e. "People Skills").</li><li>• Responsibility.</li></ul>	<ul style="list-style-type: none"><li>• Logistical Skills (i.e. Event Planning, Organization of People).</li><li>• Professionalism.</li><li>• Networking skills.</li><li>• Connections within the society.</li><li>• Creativity.</li><li>• Confidence.</li><li>• Impact and influence.</li></ul>



## Timeline:

- **Hired:** Late September/ early October
- **First Meeting with the Director:** October
- **Busy Periods:** Depends on the FYPCO, but the FYPCOM ensures it is not busy around midterms and exams.

## Past FYPCO Projects:

- Wrote position descriptions for various positions in the society (including this FYPCO description).
- Compiled and distributed surveys to all members of the Engineering Society.
- Organized logistics for Engineering Society elections.
- Helped plan the Engineering Society Award Ceremony and Banquet.
- Designed the Engenda.
- Designed the prototype for a website for incoming students.
- Helped write the Professional Development biweekly newsletter.
- Ran the Engineering Society Instagram account.
- Helped plan the First-Year Conference.
- Interviewed various service managers in the Engineering Society to gather information and compiled a recommendation report.
- Worked with the Professional Development team to plan the Alumni Networking Summit.
- Planned EngLinks workshops and assisted with the sign-in process.
- Coordinated the EngLinks test drive workshops, which are practice workshops for tutors.



## Meetings Attended:

Meeting Name	Approximate Length	Frequency
Meeting with the FYPCO's Mentor	1 hour	Weekly or biweekly (depending on the FYPCO).
FYPCO Meeting	30 minutes- 1 hour	Biweekly
Other meetings, depending on the FYPCO	1 hour	Varies depending on the FYPCO

## Incumbent Will Work With:

Role	Involvement Summary
Director of First Year and FYPCOM	They are the friendly and welcoming faces that run the FYPCO program.
Other FYPCOs	Attend meetings and events together, and provide assistance with each other's projects as necessary. The FYPCO program is a great way to make long-lasting friendships with other First Years.
Directors and Managers	Intern a Director or Manager, who assigns tangible tasks for the FYPCO to complete.



## Past Incumbents:

We encourage you to contact any of the past FYPCOs listed below, who are more than happy to answer any questions you may have about the FYPCO program.

Name	Year(s) in Position	Email address
<b>Nicholas Dal Farra</b> (Director of First Year (DoFY) & DoFY's FYPCO)	2016-2018	firstyear@engsoc.queensu.ca
Sidney Picco (President's FYPCO)	2016-2017	15slp3@queensu.ca
Isabel Hazan (EngLinks FYPCO)	2016-2017	15irh1@queensu.ca
Ryan Kwest (EngLinks FYPCO)	2016-2017	15rek@queensu.ca
Oliver Austin (Director of Design's FYPCO)	2016-2017	15oa16@queensu.ca
Matthew Kruzich (Director of Professional Development's FYPCO)	2016-2017	16pmk@queensu.ca
Allison Finer (Director of Conferences' FYPCO)	2016-2017	15ajf3@queensu.ca
Alexander Clifford (Director of Internal Affairs' FYPCO)	2016-2017	alexander.clifford@queensu.ca

If you're interested in *FYPCO*, you may also be interested in...

- FYC Committee
- Communications Team (Photography, Videography, and/or Graphic Design)
- Year Exec Positions
- FREC
- FREC Committee positions, such as Chief FREC or event organizers.