



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

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

First Year Project Coordinator Manager

First Year



FYPCOM 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 pairs First Years with 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. The purpose of the FYPCOM is to encourage First Years to get involved, connect the FYPCOs and monitor and mediate their responsibilities.

Job Description:

The FYPCOM oversees all FYPCOs and their projects. This position is responsible for making sure FYPCOs are not overwhelmed or underwhelmed with their responsibilities and acts as a liaison between the two parties. The FYPCOM works with the Director of First Year to ensure the FYPCOs have a positive learning experience in their role. The FYPCOM is a friendly face for First Years that is warm, inclusive and welcoming.

Responsibilities:

1. Reach out to Directors and Managers with the opportunity to request an FYPCO.
2. Review the Directors' and Managers' proposal plan for their FYPCO and make suggestions and edits where necessary.
3. Promote the FYPCO program to First Years.
4. Hire the FYPCOs. This may include meeting with them to discuss the role and the hiring process.
5. Match the FYPCOs to Directors and Managers.
6. Host biweekly meetings with FYPCOs to discuss the progress of their task(s).
7. Organize fun events for FYPCOs, such as laser tag and pizza parties in the ILC.



- Check in with the FYPCOs periodically to ensure they are not encountering any problems with the handling of their responsibilities. The FYPCOM may need to step in and assist, as necessary.

Time Commitment:

2 hours/week

Skills:

Required	Gained
<ul style="list-style-type: none"> Teamwork. Leadership. Organization. Time Management. Interpersonal Skills (i.e. "People Skills"). Responsibility. 	<ul style="list-style-type: none"> Connections within the Engineering Society. Communication skills. Team management skills. Professionalism. Impact and influence

Daily Tasks:

- Communicate with FYPCOs.
- Plan next FYPCO meeting.

Timeline:

- Hired:** March
- Director Proposal Review:** Summer months (E.g. June, July and August)
- FYPCO Hiring:** Late September/ early October
- Busy Periods:** Hiring the FYPCOs (September/October)

Meetings Attended:

Meeting Name	Approximate Length	Frequency
FYPCO Meeting	1 hour	Biweekly



Incumbent Will Work With:

Role	Involvement Summary
Director of First Year FYOCOs	Run the FYPCO program together. Manage the FYPCOs and act as a liaison between them and their mentor.
Other Directors and Managers	Make suggestions for their FYPCO proposals. Meet with them to discuss the FYPCOs responsibilities, if necessary.

Past Incumbents:

Name	Year(s) in Position	Email address
Emily Weirsma	2016-2017	14erw1@queensu.ca

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

- Director of First Year
- FYC Chair
- Year Exec Positions
- FREC
- FREC Committee positions, such as Chief FREC.