



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

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

Industry Relations Chair

Professional Development



Industry Relations Chair Position Description

Purpose/ Main Goal:

Queen's Engineering puts significant focus on preparing students for life after graduation. This is accomplished by helping students develop their professional skills and resources through welcoming and helpful workshops and assisting Queen's students in developing meaningful relationships with Industry representatives. The main goal of the Committee on Industry Relations is to provide Queen's students with opportunities and resources to allow them to stand out to potential employers and enter both the summer and post-graduate workforce with confidence.

Job Description:

The Industry Relations Chair is the head of the Committee on Industry Relations and oversees all of its projects. The committee provides unique and meaningful resources and opportunities for Queen's students to develop professional skills prior to graduation. This can include workshops, technical certification and training, and resources such as resume writing and hiring cycle information.

Responsibilities:

1. Meet with Queen's Career Services to discuss, brainstorm and receive feedback on professional development opportunities.
2. Constant communication with Queen's Career Services to stay informed on upcoming career information sessions.
3. Helping committee members plan events and workshops.
4. Communicating with industry representatives.
5. Researching further into potential professional development opportunities for students.
6. Supporting students by connecting them with industry and providing advice on resumes and interviews.
7. Updating and monitoring the Industry Relations section of the Professional Development webpage (e.g. the Calendar, posting about upcoming events).



Time Commitment:

3-15 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">• Professional network and connections.• Networking skills.• Event/project management skills.• Time management.• Professionalism.• Communication.• A better understanding of the opportunities available to engineers after graduation.

Daily Tasks:

- Communicate with committee members
- Check and respond to email as required
- Update Professional Development calendar and weekly newsletter

Past Projects/Accomplishments:

- Promoted and communicated with students about Professional Development workshops and resources by establishing a Facebook page and weekly newsletter.
- Established a network of Queen's students in Industry
- Planned a variety of workshops such as:
 1. Resume and cover letter building
 2. Career Crash Course
 3. Summer Jobs and Internships preparation



4. Information sessions (on campus and off campus) with Industries such as Hatch, TD, Bell, Labatt and P&G
5. Business Headshots
6. P. Eng Licensure Information
7. Student Conferences
8. Firm Visits

Timeline:

- **Hiring the Committee:** March
- **Assign Positions to the Committee:** April
- **Biweekly Summer Meetings:** May-August
- **Contact with Workshop Professionals such as AutoCAD:** May-August
- **Create a Budget:** May-August
- **Training the Committee:** September
- **Busy Periods:** September and January

Meetings Attended:

Meeting Name	Approximate Length	Frequency
Meeting with Director of Professional Development	1 hour	Weekly
Meeting with Industry Relations Committee	1 hour	Weekly
Meeting with Career Services	1 hour	2 times per semester
Other Meetings (e.g. Director of Design, IASTE, QCA, Department Heads, Industry Representatives).	1 hour	1-3 times per semester



Incumbent Will Work With...

Role	Involvement Summary
Industry Relations Committee Members	Help them plan events and workshops and maintain communication within the committee.
Alumni Relations Chair and Committee	Collaborate on events and promotions.
Director of Professional Development	Oversee all projects related to Professional Development.
Career Services	Collaborate, brainstorm and provide feedback and advice.
Professional Engineering of Ontario	Collaborate on events and promotions.
Queen's Consulting Association	Work together to organize interviews.

Past Incumbents:

Name	Year(s) in Position	Email address
Hannah Cameron	2016-2017	hannahcameron134@gmail.com

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

- Director of Professional Development.
- Chair of Alumni Relations
- Industry or Alumni Committee Member
- Conference Chair