



THE ENGINEERING SOCIETY  
OF QUEEN'S UNIVERSITY

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

# *Committee on Industry Relations*

Professional Development



## *Committee on Industry Relations* 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 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. The committee works to increase hiring opportunities as well. In the Committee of Industry 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:

Some responsibilities of different committee members may include:

1. Work with other committee members to plan professional development events and workshops and sort out logistics.
2. Perform and execute assigned task(s).
3. Communicate with Industry.
4. Run the Professional Development Facebook page and assist with the Professional Development Newsletter.
5. Secure industry speakers for events and conferences.



## Time Commitment:

2 hours/week

## Skills:

Required	Gained
<ul style="list-style-type: none"><li>• Leadership</li><li>• Organization</li><li>• Time Management</li><li>• Interpersonal Skills (i.e. "People Skills")</li><li>• Responsibility</li><li>• Logistical Skills (i.e. Event Planning, Organization of People)</li><li>• Professionalism</li><li>• Enthusiasm</li></ul>	<ul style="list-style-type: none"><li>• Professional skills</li><li>• Communication skills</li><li>• Leadership</li><li>• Professional network and connections.</li></ul>

## Daily Tasks:

- Logistics such as room bookings and catering.
- Checking and responding to emails as required.

## Past Projects/Accomplishments:

- Organized and ran workshops and events such as:
  1. Resume and cover letter building
  2. Career Crash Course
  3. Summer Jobs and Internships
  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
- **Training the Committee:** September
- **Busy Periods:** September and January

## Meetings Attended:

Meeting Name	Approximate Length	Frequency
Meeting with Industry Relations Committee	1 hour	Weekly

## Incumbent Will Work With...

Role	Involvement Summary
Industry Relations Committee Members	Help them plan events and workshops and maintain communication within the committee.
Industry Relations Chair	Collaborate on events and promotions.

## Past Incumbents:

Name	Year(s) in Position	Email address
Samantha Eby	2016-2017	samantha.eby@queensu.ca
Brandon Ng-See-Quan	2016-2017	brandon.nsquan@gmail.com



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

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