



THE ENGINEERING SOCIETY  
OF QUEEN'S UNIVERSITY

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

# *Internal Records Officer*

Communications



## *Internal Records Officer* Position Description

### Purpose/ Main Goal:

The purpose of the Internal Records Officer is to increase Queen's Engineering students' passion and pride about the deeply rooted history of the faculty and Engineering Society. They provide a medium for students to connect with history and relate it back to the program today, through comparison of the similarities and differences that have existed over the years.

### Job Description:

The Internal Records Officer is responsible for researching Queen's Engineering archives to find old photos and articles, as well as their contextual information, that may be of interest to students. They work in a team of two and collaborate with the entire Communications team to promote the Engineering Society's unique history and traditions. These historical photos and information are posted on the Engineering Society's social media websites as a means of increasing interest in the society.

### Responsibilities:

1. Research archives for old photos and articles.
2. Collaborate with other Internal Records Officer
3. Draft throwback posts for the Facebook page.
4. Promote the Engineering Society History Month and develop content to be distributed during the month

### Time Commitment:

2 hours/ week.



## Skills:

Required	Gained
<ul style="list-style-type: none"> <li>• Detail Oriented</li> <li>• Organization</li> <li>• Responsibility</li> <li>• Keen interest in historical data</li> <li>• Communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Increased historical knowledge</li> <li>• Meeting deadlines.</li> <li>• Research skills.</li> <li>• Improved writing skills.</li> </ul>

## Daily Tasks:

- Visit Archives to find interesting photos and stories
- Throwback Thursday posts.
- Daily posts during the Engineering Society History Month.

## Past Projects/Accomplishments:

- Established an Engineering Society History Month at Queen's.
- Provided photos used on the EngSoc Facebook page.
- Further developed the potential creation of a history section to the Engineering Society wiki.

## Timeline:

- **Hiring:** At the end of second semester (March/April)
- **Beginning of responsibilities:** October
- **Busy Periods:** Engineering Society History Month (March)

## Meetings Attended:

Meeting Name	Approximate Length	Frequency
Communications Meeting	1 hour	Biweekly



## Incumbent Will Work With:

Role	Involvement Summary
Director of Communications	Provide guidance and assign new projects.
Photography Manager and Team	Recreation of old photos.
Other Internal Records Officer	Collaborate and work together to collect data and photos.

## Past Incumbents:

Name	Year(s) in Position	Email address
Abigail Hall	2016/2017	14ach1@queensu.ca
Heather Simmons	2014/2015 and 2015/2016	12hls3@queensu.ca
Taylor Sawadsky	2014/2015	12tos@queensu.ca

If you're interested in *Internal Records Officers*, you may also be interested in...

- Director of Communications
- Photography Manager and Photographers
- Graphic Design Manager and Graphic Designers
- Videography Manager and Videographers