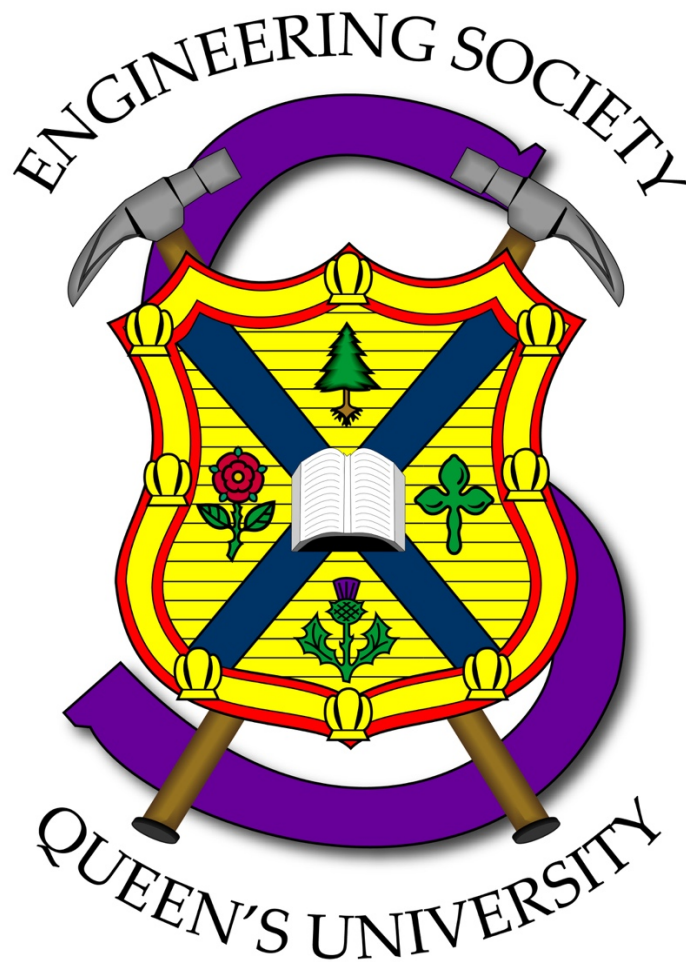


The Engineering Society of Queen's University Presents...

Director of Academics Position Manual



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Job Description

Created in 2013-2014, The Director of Academics (DoA) oversees all academic-related initiatives of the Engineering Society (the Academics portfolio). They act as a resource for other students and members of the Executive-Director team by learning about academic policy and resources, and help affect changes in said policy in a manner advantageous to students' well being.

As a newer role, the Director of Academics position is relatively mutable and up to you to define. The primary focuses of the Academics portfolio should be:

- Organize EngSoc initiatives, namely EngLinks and the BED Fund, to help students achieve **academic success**.
- Coordinate and support student academic advocacy to improve the **quality of our education**.
- Act as a resource to **inform students** of academic regulations, opportunities, and counselling.

The three primary initiatives run by the DoA are the EngLinks academic support service, the Better Education (BED) Fund, and helping facilitate representation through the Engineering Academic Caucus (EAC).

People I Work With...

The Director of Academics interacts with many people in the society and you get to work with a variety of people including:

- President
- EngLinks Management Team
- BED Fund Coordinators
- Each Discipline President/Academic Rep
- Faculty Board Reps
- EngSoc Executive Director Team
- EngSoc General Manager
- Faculty and University Administration
- AMS Academic Commissioner

The type of person who you work with vary from first years, to professors, to volunteers. You will be hiring all of the EngLinks management team and the BED fund Coordinators. It is important to note that they are the ones who are directly in your portfolio. The discipline clubs use you as a reference for relevant regulations and procedures of the faculty and to stay connected to the Engineering Society. The DoA directly reports to the President and works together on a number of projects that involve advocacy for engineers on the broader academic landscape. As well, the DoA refers students to appropriate academic bodies in the University. The Director of Academics is responsible of being aware of what's happening with the Faculty, the AMS and other faculties with respect to engineering academics.

Relevant Policy Manual Sections

The policy outlining the responsibilities and duties of the Director of Academics is located in Section β (Beta) of the EngSoc Policy Manual. Policy that is relevant to the DoA position is found in Section ι (Iota) of the EngSoc Policy Manual. This section contains policy for the BED fund, EngLinks, as well as Faculty Board. By-Law that is relevant to the DoA position is found in By-Law 7 for academic representation, By-Law 16 for the BED fund. You can find all of these sections, as well as the rest of the EngSoc Policy and By-Law Manuals on the EngSoc website at <https://engsoc.queensu.ca/society/policy/>.

Daily Tasks

The tasks to be completed on a daily basis, as well as the time commitment required, will vary from week to week. Typically, an hour or so each day will involve checking emails, getting the mail, and addressing daily issues. You will have meetings to attend every week (as outlined in the subsequent section), and it is necessary to have regular communication with everyone in your portfolio, whether it be formally and informally, on a regular basis.

As with all members of the EngSoc Executive-Director Team, it is necessary for you to hold office hours every week. During this time (about 2-3 hours per week) you will be required to look after the student lounge (opposite the Tea Room). You must act as a resource for any individual who enters the lounge (ie. Answer any questions, give directions, allow computer/printer access, etc...). Additionally, your office hour is a time where you will be able to complete administrative tasks and is a time that you can be reached on a regular basis by those who need you.

Overall the amount of work you get done will depend on the amount of work that you are willing to put in each day. The time commitment is manageable and very flexible. One thing I can guarantee is that you can never know exactly what to expect on a given day!

Meetings I Attend

Here is a list of some of the meetings the Director of Academics gets to attend:

EngSoc Exec/Director Meetings

Weekly meetings with the EngSoc executive and the other EngSoc directors to discuss what is going on across the Society as well as the University. These meetings are very informative and are actually fun as you become close friends with these people as the year progresses.

EngSoc Council

Biweekly meetings on Thursdays with the body that has been elected to represent all Engineering students. You do not have a vote, but you will be responsible for passing any academics related motions. Your attendance is required as an “expert witness” of sorts to ensure that Council is properly informed when making decisions about the services.

Important issues concerning the Society are voted upon at these meetings, and it helps to keep everyone accountable to the most important stakeholders in the Engineering Society – the students!

EngLinks Coordinator Meeting

You will meet weekly with the EngLinks Coordinator to make sure they have the support for what they need. You will be looking at the overall vision for EngLinks where they are looking at the day-to-day operations.

EngLinks Management Meetings

It is crucial that there is communication between yourself and EngLinks, so attending the weekly meetings with the EngLinks managers is a good way to stay updated and build strong relationships between the Society and EngLinks. You will definitely talk to them outside of these meetings, but it is still important to attend some of the weekly meetings.

BED Fund Coordinators Meetings

Similar to EngLinks the BED Fund Coordinators meet to discuss the logistics of the BED Fund initiatives, progress on proposals, and past purchase updates. It is crucial that you attend most of the meetings to make sure they are supported.

President Meetings

The meetings with the President is pretty crucial to your role. It's an opportunity to understand what's happening in the broader academic landscape. Meetings are especially important as the President will rely on you to be available to the students on direction for day-to-day academic issues, but the broader academic issues are tackled by working together. You will definitely talk to the President outside of these meetings, but it is still important to have a scheduled time to meet with them each week.

AMS Academic Caucus

All of the Academic representatives from each faculty (elected or hired) sit on the AMS Academic Caucus, chaired by the AMS Academic Commissioner. This gives you a chance to give the Engineering voice, give advice and share best practices with the AMS and other Faculty Societies.

Engineering Academic Caucus

You chair the Engineering Academic Caucus, which is members from each discipline and each year to discuss relevant issues happening in the University and each discipline.

Projects I Completed This Year

There are a variety of projects that I was able to accomplish so far this year. Some of these include:

- Hired EngLinks Management Team
- Hired multiple BED Fund Coordinators
- Created Strategic Plan for Academics Role
- Supported the creation of a Strategic Plan for EngLinks
- Oversaw the implementation of an online payment system for EngLinks workshops
- Purchased the new stools in the ILC Plaza using the BED Fund
- Help students find resources to address academic issues
- Updated policy to reflect the current EngLinks management structure

Ongoing Projects

There are currently a number of projects that are ongoing and are not yet completed:

- Increase brand presence of EngLinks and BED Fund
- Began transitioning EngLinks to an official Engineering Society “service”
- Committee member on the Fall Term Break Task Force

Some of these tasks I may not get to before the end of my position, so it is important for my successor to possibly pick a few of these projects up. Most notably my successor will be working on the plan for EngLinks’ transition to a service.

Timeline

February to April

These first few months of your position will be all about learning exactly what it is the DoA does. You will begin transitioning with me, and soon after you will be hiring new EngLinks managers and BED Fund Coordinators for next year. As well, staff hiring and portfolio transitions will occur. You will also write your summer plan, which outlines the tasks you hope to complete over the summer. In between all this, you will be reading a ton of documents related to EngSoc, your position, and faculty regulations. You will also submit a motion to council for anything EngLinks/BED fund will need for the beginning of the school year.

May to August

Summertime! School has finished up and now you have a few months to plan for your upcoming year with EngSoc and to get accustomed to the Faculty’s policies and regulations. You will be writing a strategic plan and preparing a budget for your own position, as well as overseeing the strategic plans and budgets of EngLinks. You will still be working with everyone in your portfolio, to help them accomplish any summer projects and aid them in preparing for the upcoming year. Any summer projects that you planned will be completed during this time.

September to December

These are the months that all your projects get rolling. Through your role with EngSoc, you will also be required to help out a lot with Frosh Week – big commitment but lots of fun! EngLinks will start promoting itself during Frosh Week and you will help with that. For the month of September BED fund will be in the the opt-out period. EngLinks will do business as usual and will rely on your support. The first semester is a crucial time for BED fund idea generation and so the coordinator’s will put a plan into action for generating ideas. You will also conduct Staff Chats for EngLinks and management feedback for BED fund and EngLinks.

January to April

These last few months of your role as DoA are still some of the busiest. Any projects you had hoped to accomplish in your strategic plan will be completed by February. You will be advertising for the EngLinks Coordinator, and manager positions and the BED Fund position during this time and creating application packages. Once the new DoA is hired, you will help to transition them as I had once transitioned you! You will conclude your time as DoA tying up any loose ends and helping the new DoA smoothly transition into their new role.

Contact Information

If you have any more questions about this position, please don't hesitate to contact me. You can reach me at academics@engsoc.queensu.ca any day of the week. I also have regular office hours which are posted in the Tom Harris Student lounge in the ILC.

Conclusion

If you are looking to get involved with the Engineering Society, I would definitely recommend applying to be the Director of Academics. You are able to work with a talented group of individuals in a position that is both challenging and rewarding. It is a fantastic learning experience that I can guarantee will enhance your university experience!

Daniel Tamming

Director of Academics 2016-2017

Queen's Engineering Society

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