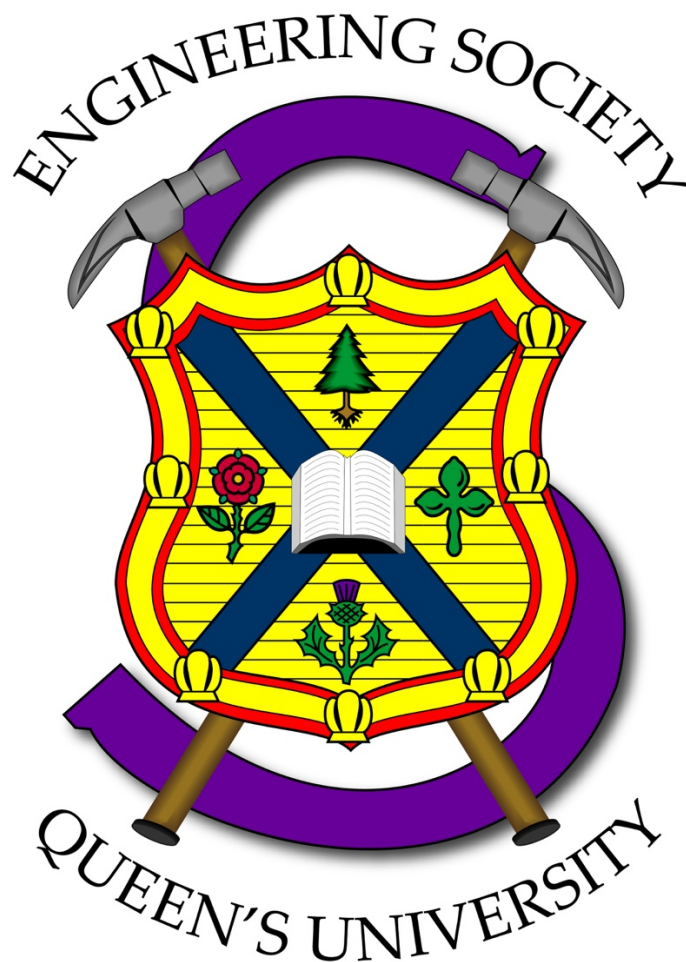


# Director of Professional Development Position Manual



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## Table of Contents

Job Description.....	2
People I Work With.....	2
Daily Tasks.....	3
Meetings I Attend.....	3
Projects I Completed This Year.....	4
Upcoming Projects .....	4
Timeline .....	4
Contact Information.....	6
Conclusion.....	6
Appendix A: Policy Description .....	7
A.1 Director of Professional Development.....	7

## Job Description

As the Director of Professional Development your primary job is to help engineering students with career resources. This includes further post secondary education options, career options within engineering and other careers such as management consulting, business analysts etc. that require skills learnt within the engineering program. The goal of PD is to enable students to find employment and to prepare them for what they will encounter in the workplace both during summer employment and after graduation.

Professional Development is a fun and unique portfolio of the Engineering Society as it gives you an opportunity to go beyond the student bubble and talk to people who would be interested in Queens Engineers or in their professional development. On a daily basis you would be talking to career services, future employers, PEO, and others. These interactions make the job interesting and give you an opportunity to be creative. While you do all that, you will also play an important role as an ambassador for the Engineering Society. Working with the EngSoc Executive Director team is a tremendous learning experience. You will be asked to volunteer in other EngSoc activities all the while trying to get more students involved, making the position an incredibly rewarding experience for yourself and the people around you.

As a summary, the description of the position as laid out in Engsoc policy is at the end of this document.

## People I Work With...

- President
- Alumni and Industry relations chairs + committees
- Executive-Director (E/D) Team
- PEO
- Career Services, QUIP
- External Companies
- Alumni Relations (Summerhill)
- Faculty Office of Advancement
- Room Booking

These interactions vary significantly, and are the main reason this position is so rewarding. You will act in the capacity of a leader, a teammate, and an advocate at different times and with different people. You will develop your own relationship with each group, but year on year these are the most important groups for your success in the role.

## Daily Tasks

The main daily tasks are checking and responding to emails. It is essential to respond quickly to emails and to be helpful as you can with corporations and resources both on and off campus.

Along with these emails, you will be corresponding daily with students as a resource person (ex. If somebody needs to know where registration for a workshop is, what to wear to an event, questions about a resume), directing students to their resources, and in general making sure students know about opportunities and events, through whatever means you deem most effective.

Otherwise, most of your time will be spent managing the Alumni and Industry Committees.

## Meetings I Attend

**EngSoc Exec/Director Meetings** – These meetings occur once a week, on a day and time set by the team. The team discusses matters that are important to the society, Council discussions and PD updates the team on PD's portfolio. It is not only a time for discussion and action; it is also a great opportunity to bond with the Exec/Direct team and work together to improve the society.

**EngSoc Council** – These meetings occur every other Thursday at 6:00pm. Council is where any and all ideas need to be passed. Director of PD doesn't have a vote, but it is valuable to participate in the discussion at council. Director of PD must also prepare to report about PD's portfolio to be submitted to the agenda and to be read at council.

**Alumni/Industry Chairs** – Weekly meetings with the Chairs to keep all parties informed.

**Industry/ Alumni Committees** – Occasionally attending the committee meetings on top of the Chair meetings. Will sometimes have combined meetings with both committees as well.

**Career Services** – DoPD meets with Career Services a few times a semester. The meetings are usually to keep up to date with the events at career services, and how they can be tailored for engineering students.

**Professional Engineers Ontario (PEO – Kingston Chapter)** – The meetings with PEO are usually on a monthly basis. The meetings keep PD and engineering students aware of the all events PEO organizes. Collaboration between EngSoc and PEO events is also discussed, such as speaker events and National Engineering Month events

**Faculty Advancement & Central Alumni Relations** – The faculty and university have helped out a tremendous amount regarding the new Alumni Relations project that EngSoc has undertaken, and it will be important to carry this project forward with the support of your executive as well.

**FYPCOs** – I scheduled weekly or biweekly meetings with each of my FYPCOs, mostly as brainstorming, to check progress, adapt their projects and general director mentorship.

### Projects I Completed This Year

- Organized and ran an AutoCAD workshop
- Hosting P&G mock interview sessions.
- Hosted Crack the Case workshops
- Continued partnership between EngSoc and Career Services
- Developed strong partnership with FEAS Advancement Office
- Developed strong partnership with Queen's Young Engineering Alumni
- Hosted engineering specific career-skills workshops
- Ran EngSoc Interview Workshops
- Ran First Year Conference workshops
- Sat on PEO executive, organized on-campus PEO events
- EngSoc Homecoming activities
- Organized LinkedIn headshots with Communications team
- Organized and promoted company info sessions and networking sessions
- Advocated to faculty for improved alumni and industry relations
- Hosted Alumni Networking Summit in Toronto
- Frequent 1-on-1 with students for resume review
- Created Professional Development Facebook page
- Reimplemented PD Newsletter
- Hosted Career Crash Course Workshop

### Upcoming Projects

- Determine PD's relationship with external groups (OSPE and PEO)
- Continue to collaborate with Career Services
- First year outreach
- Further develop Alumni Networking Summit and alumni mentorship
- Develop resume review system
- Hire Development Chair to handle workshops

### Timeline

February

Get HIRED!!!!

March

TRANSITION

Read all transition documents

Hire Alumni/Industry Chairs and Committees

Help with hiring for all EngSoc positions

Brainstorm ideas for the upcoming year

Meet with President

Introduce yourself to and get to know:  
 Career Services  
 FEAS Advancement  
 PEO Kingston  
 Other EngSoc Career Development Related positions

#### April

Transitioning  
 Help with hiring for all EngSoc positions  
 Brainstorm ideas for the upcoming year  
 Meet with President  
 Create SWOT analysis/ Start Strat Plan  
 Think about next year's budget.

#### May

Plan tentative dates for events to be hosted in the fall  
 Become well versed in "professional development" so you can teach other students the skills they need to succeed in the workplace  
 Familiarize yourself with Career Services and the Career Services website

#### June

Write your strategic plan for the coming year  
 Write your Budget for the upcoming year  
 Review Technical workshops for upcoming year

#### July

Identify all tasks that must be completed for each part of your portfolio  
 Set tentative dates for events

#### August

Get in contact with P&G to touch base about mock interviews  
 Contact recruiters that do early hiring (ex. Management consulting)  
 Make any changes to your Strat plan that Prez suggests  
 Think about Homecoming planning/other alumni events

#### September

Confirm timeline of events to be hosted throughout the year  
 Focus on early recruiters looking for graduating and 3rd year students  
 Organize any Management Consulting Information Sessions as requested  
 Work with any recruiters that approach EngSoc  
 Promote Career Services events (continue throughout year)  
 Hire FYPCOs

#### October

Work with any recruiters that approach EngSoc  
P&G Mock Interviews should be this month

#### November

Run Civil AutoCAD session  
Work with any recruiters that approach EngSoc

#### December

Begin revising operations and transition manual  
Advertise events that may happen in January (AutoCAD and Career Fairs) so people can budget accordingly

#### January

Ensure any events for the rest of the year are being planned  
Host Career Crash Course in prep for Job Fair  
Host the Engineering & Technology Job Fair in Conjunction with Career Services  
Start planning for transition  
Run additional AutoCAD workshops if needed  
Second round of mock interviews

#### Feb-March

Alumni Networking Summit  
Finish any initiatives you have started  
Start looking forward to next year and what can be accomplished  
Start transitioning the new you  
Done with the role at the end of the semester

### Contact Information

If you have any more questions about this position please don't hesitate to contact me. You can reach me at [pd@engsoc.queensu.ca](mailto:pd@engsoc.queensu.ca) any day of the week. I also have regular office hours, which are posted in the EngSoc lounge in Beamish-Munro Hall.

### Conclusion

Although there is a lot of work involved with PD, there is a lot of fun. Not only do you get to meet some of the most passionate, well rounded individuals in engineering and in business, but you get to bond with them and share in experiences that you may not have thought possible.

Don't forget that PD is a learning experience for you too. While you are creating contacts and organizing events, you too are learning about proper resume skills, how to get the

job you want after you graduate, and how to make the most of your time at university. There is also a certain sense of self satisfaction in knowing that you have helped others become educated so that they can achieve their full potential outside of school.

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## Appendix A: Policy Description

### A.1 Director of Professional Development

*(Ref.By-Law 8.B.4)*

- A.1.1** The Director of Professional Development shall coordinate all EngSoc activities associated with career advancement and preparation of Society members for post graduate work.
- A.1.2** The Director of Professional Development will support the long-term stability of external groups by promoting strong ties to industry through the initiation of corporate partnerships and exploration of alternative avenues of sponsorship to support groups.
- A.1.3** The specific duties of the Director of Professional Development are the following:
- a. To oversee professional development programs including but not limited to:
    - i. Resume programs
    - ii. Mock interviews
    - iii. Cover letter workshops
    - iv. Informational pamphlets
    - v. The Engineering Summer Job Fair
  - b. To act as a resource person, focusing on career development and preparation for undergraduate engineers.
  - c. To communicate with industry through the preparation and forwarding of promotional material relating to the operation of EngSoc and appropriate groups and services.
  - d. To coordinate corporate hosting including the organization of corporate information sessions and industry tours.
  - e. To promote the concept of interaction between students and industry on campus.
  - f. To coordinate information sharing between sponsorship representatives from EngSoc groups seeking external funding.



- g. To serve as a student member of the local chapters of the Professional Engineers of Ontario (PEO) and Ontario Society of Professional Engineers (OSPE).
- h. To act as a liaison between EngSoc and:
  - i. Queen's University Career Services
  - ii. International Association for the Exchange of Students for Technical Experience (IAESTE)
  - iii. Queen`s Undergraduate Internship Program (QUIP)
  - iv. Professional Engineers of Ontario (PEO)
  - v. Ontario Society of Professional Engineers (OSPE)
  - vi. Engineers Canada
- i. To communicate regularly with the President.
- j. Submit a transition report at the end of their term.
- k. Being the main point of contact for resources and advocacy for EngSoc ratified affiliated clubs with primarily a professional development focus including by not limited to (\*also under another director):
  - i. Queen`s University Institute of Electrical and Electronics Engineers Student Club (QIEEE)
  - ii. Women in Science and Engineering (WISE)\*
  - iii. PEP Talks
  - iv. Queen`s Economic Commodities Association (QECA)

A.1.4 The Director of Professional Development may hire and supervise a Chair of Industry Relations and a Chair of Alumni Relations.

- i. The Chair of Alumni Relations will be in charge of improving and facilitating alumni connection.
- ii. The Chair of industry Relations will be in charge of improving and facilitating industry connection.