



ENGINEERING SOCIETY OF QUEEN'S UNIVERSITY

45 Union St., Rm 106 Kingston, Ontario K7L 3N6
Tel: (613) 533-6008 Fax: (613) 533-2756
www.engsoc.queensu.ca

Now Hiring: Queen's Genetically Engineered Machine (QGEM) Team Executive Member

The QGEM Team is currently hiring several new executive members for 2012. If hired onto the team, the executive will work independently and with the rest of the team to prepare the team working in summer 2012.

The executive committee will be working to recruit team members for paid and volunteer summer positions with the team, and working to gain greater Queen's faculty involvement with the team. Once the summer team is hired, the executive committee will work to train and prepare the lab team for work in the summer. *Please note that becoming an executive team member does not exclude you from applying to work on the team for summer 2012. The committee will also be working to gain sponsorship to help run this team this summer.

The hired executive member will be responsible for attending a team meeting once per week with other exec members. They are also expected to work promptly towards completing the tasks set to the sub-committee in which they are a member.

Job Description:

Sponsorship Committee Member:

- Do research on potential sponsorship sources
- Call, email and interact with companies to try and gain sponsorship
- Apply for Queen's based funding
- Campaign for the establishment of a QGEM opt-outable fee

Recruitment Committee Member:

- Design and carry out a recruitment campaign
- Go into Queen's classes before they start and give short speeches about QGEM
- Hold IGEM introduction session for people interested in being involved with the team this summer
- Approach Queen's faculty members about potentially being involved with the team.

Hiring Committee Member*:

- Evaluate student applications for summer work with the team
- Interview top applicants
- Aid in the selection of team members

*If you become a member of this committee, you will **not be eligible to** apply for a paid summer position with the team.

Education Committee Member:

- Hold information sessions for people interested in being involved with the team this summer
- Teach the summer team members about molecular biology, and synthetic biology
- Please note that no prior knowledge is required to sit on this committee

Note: Applicants may apply for positions on multiple committees and may sit on multiple committees as per the judgment of the interviewers.

Contact Information: (Please fill this section in)

Name:

E-mail:

Year and Discipline:

Kingston Telephone:

Kingston Address:

☐ I give my permission for my name to be used on the EngSoc Website: Yes No

☐ I certify all information contained in this application to be correct:

Signature: _____

Date: _____

Application and Interview Process:

Applications are due **Friday, January 27 at 5:30pm**. Please submit them to the EngSoc Mailbox in the EngSoc Lounge in the ILC, or to the After Hours Dropbox outside the Lounge. **Additionally, please submit an electronic copy marked “QGEM Exec Application” to Max Howarth, Vice President (Society Affairs) at vpsa@engsoc.queensu.ca and to apply@qgemteam.com.**

Interviews will be held on Saturday and Sunday, January 28-29. All applicants will receive an interview. **If you have any conflicts during these times please indicate them on your application and we will accommodate.** Interviews will be approximately 15 minutes in length.

If you have any questions about the position, application or interview process, please feel free to contact **Kristina Collavino or Allister Smith, Hiring Managers** at apply@qgemteam.com.

Additional Application Requirements:

Curriculum vitae (please attach).

On a separate sheet(s) of paper, please answer the following questions:

1. Why are applying for this position(s)?
2. What makes you a strong applicant for this position(s)?
3. What teamwork / leadership experience have you had in the past?

For Internal Use Only:

Application received by: _____ Date: _____

☐ntacted: Confirmed: Interviewed: Hired: Yes No

Thank you for your interest in the Engineering Society, we will be in touch soon!

The Queen's Engineering Society is committed to protecting the use and disclosure of the personal information of Queen's University students and staff, as required by the *Freedom of Information and Protection of Privacy Act*. The personal information on this form is collected for the purpose of completing your application. Personal information will only be used to the extent that it is necessary to facilitate the hiring process, and will be destroyed one year after the application process is complete. If you have questions about the accuracy, use or privacy of your personal information, please contact Max Howarth, VPSA, at vpsa@engsoc.queensu.ca.