



2025

SYNAPSIS QUEEN'S CHAPTER

HIRING PACKAGE

ACKNOWLEDGEMENT OF TERRITORY

Queen's University is situated on traditional Anishinaabe and Haudenosaunee Territory. We are grateful to be able to live, learn and play on these lands.

As a student organization of Queen's students and uninvited guests, **Synapsis** is grateful to run our events upon the traditional territories of the Haudenosaunee Confederacy and the Anishinabek Nation.

To acknowledge this traditional territory is to recognize its longer history, one predating the establishment of the earliest European colonies. It is also to acknowledge this territory's significance for the Indigenous peoples who lived, and continue to live, upon it – people whose practices and spiritualities were tied to the land and continue to develop in relationship to the territory and its other inhabitants today. The Kingston Indigenous community continues to reflect the area's Anishinaabe and Haudenosaunee roots. First Peoples from other Nations across Turtle Island as well as the Métis community are also present here today.

TABLE OF CONTENTS

INTRODUCTION

Message From the Co-Presidents.....	4
About the Application.....	5
Eligibility	
Application Form	
Interview	
Organizational Structure.....	6
Position Descriptions	
Marketing.....	7
Events.....	8
Tech Team.....	9



MESSAGE FROM THE CO-PRES



Dear Applicants,

Welcome, and thank you for your interest in joining Synapsis!

We are thrilled to see your enthusiasm for biotechnology and innovation. At Synapsis, our mission is to empower students to bridge the gap between classroom learning and real-world application. Whether it's through cutting-edge research, dynamic events, or collaborative projects, we strive to create a community that nurtures curiosity, fosters creativity, and drives impactful change.

As Co-Presidents, we believe that our greatest strength lies in the diverse talents and perspectives of our team. That's why we're always on the lookout for individuals who are ready to challenge themselves, think outside the box, and contribute to our shared vision of advancing the future of biotech.

Whether you're passionate about event planning, marketing, or technology, there's a place for you at Synapsis. Joining our team means becoming part of a collaborative environment where your ideas will be heard, your skills will be honed, and your potential will be unleashed.

We're excited about the journey ahead and can't wait to work alongside you as we continue to innovate and grow. Together, let's push the boundaries of what's possible in biotechnology.

Warm regards,
Joshua Lefort & Aryan Shah
Co-Presidents, Synapsis Queen's Chapter

ABOUT THE APPLICATION

ABOUT SYNAPSIS

Synapsis is a student-driven, non-profit organization at Queen's University dedicated to advancing biotechnology education, research, and real-world application. We bridge the gap between academic learning and hands-on experience through mentorship, collaborative projects, and partnerships with industry professionals.

This year, our initiatives include Biohackathons, cutting-edge research in synthetic biology, AI and machine learning applications, WebApps, CRISPR, and personalized medicine.

WHO CAN APPLY

Any Queen's University student can apply. We welcome individuals of **all faculties** to apply.

1. Application Form Submission (November 17 - December 10, 2024 @ 11:59 pm EST)
2. Interview
3. Final Decisions

APPLICATION FORM

The Application Form consists of your resume and some basic info about you.

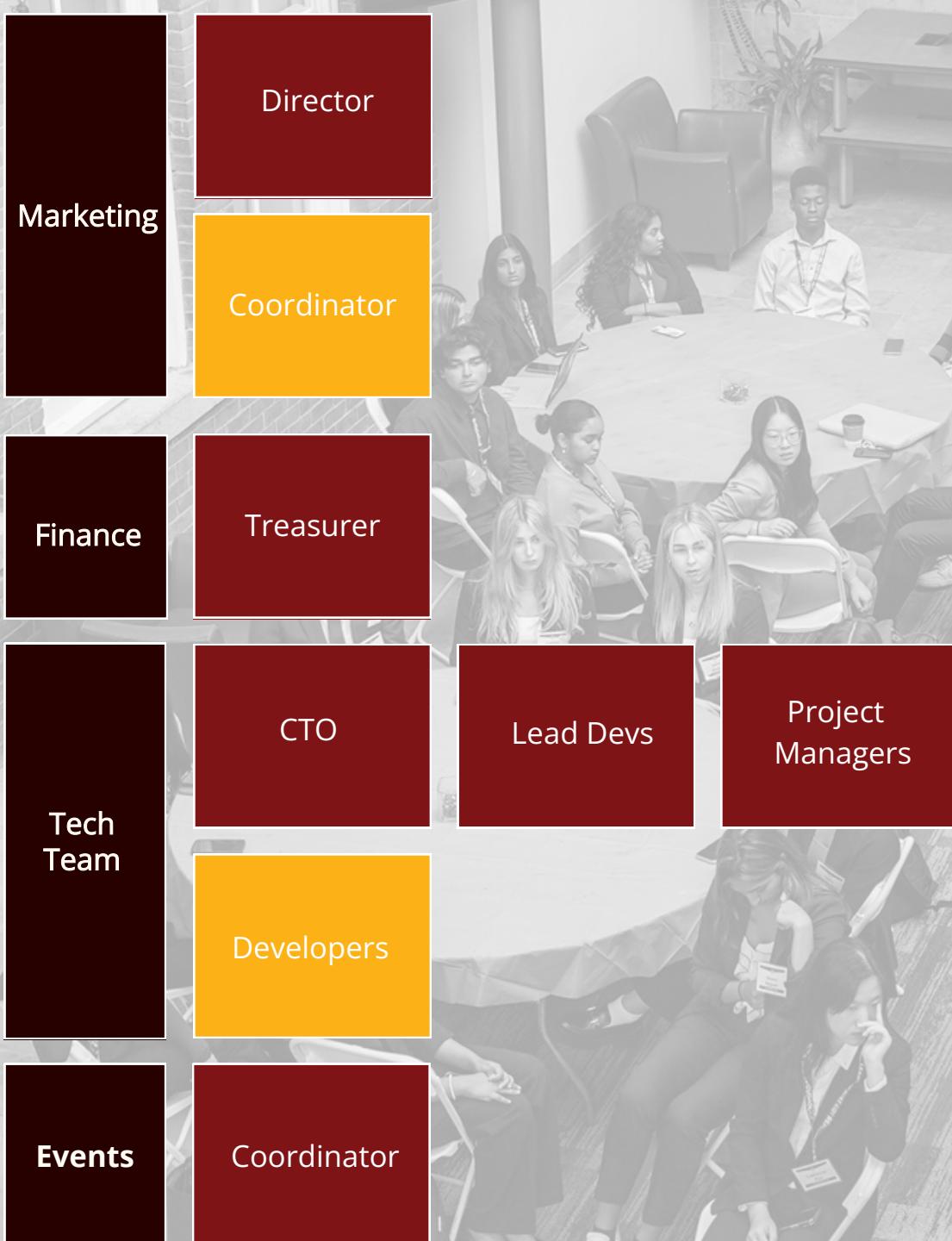
Access the Application Form [HERE](#).

The Application should not take you more than 60 seconds to finish. Submit your resume and don't forget to mention your preferred position and why you think you would be a good fit.



ORGANIZATIONAL STRUCTURE

Co-Presidents (2) - Vice-President (1)



ROLE DESCRIPTIONS

Events Coordinator

Role Overview

As an Events Coordinator, you will take the lead in organizing and executing Synapsis' flagship events, such as workshops, speaker series, and our annual Biohackathon. This role involves managing logistics, working with various teams, and ensuring that each event runs smoothly and successfully. You'll be at the heart of Synapsis' community-building efforts, fostering a dynamic and engaging environment for members and attendees.

Key Responsibilities

Event Planning: Handle the end-to-end planning process, including booking venues, securing speakers, and coordinating schedules.

Promotion: Collaborate with the marketing team to ensure events are effectively promoted across all platforms.

Execution: Oversee event setup, ensure smooth operation during events, and manage post-event clean-up.

Evaluation: Collect and analyze feedback to continuously improve future events.

Why This Role Matters

You'll play a critical role in shaping the Synapsis community, providing members with enriching experiences that align with our mission of advancing biotechnology.

Qualifications

Strong organizational and time-management skills.

Excellent communication and problem-solving abilities.

Previous event planning experience is a bonus but not required.

ROLE DESCRIPTIONS

Marketing Coordinator

Role Overview

The Marketing Coordinator will work closely with the Marketing Director to develop and execute marketing strategies that boost Synapsis' visibility and engagement. You'll be responsible for creating compelling content, managing our social media presence, and collaborating on outreach initiatives. This is an excellent opportunity for someone looking to gain hands-on marketing experience in a biotech-focused environment.

Key Responsibilities

Content Creation: Develop engaging posts, graphics, and videos that highlight Synapsis' events, projects, and achievements.

Social Media Management: Plan, schedule, and post content on platforms like Instagram, Facebook, and LinkedIn. Monitor engagement and interact with followers to build community.

Campaign Development: Work on marketing campaigns to promote major events, such as Biohackathons and workshops.

Outreach Initiatives: Partner with other clubs and organizations to cross-promote events and expand Synapsis' reach.

Why This Role Matters

You will help shape Synapsis' public image and ensure our mission reaches a broad audience, attracting new members and collaborators.

Qualifications

Experience or strong interest in digital marketing, social media, or graphic design.

Proficiency in tools like Canva, Adobe Suite, or similar.

Strong communication skills and a creative mindset.

ROLE DESCRIPTIONS

Tech Department Developer

Role Overview

Tech Department Developers are the backbone of Synapsis' technical innovation. Based on your skills and interests, you will be assigned a role such as AI Developer, App Developer, Front-End Developer, Back-End Developer, etc. This role offers significant growth opportunities, with top performers eligible for promotion to lead developer or project manager positions, where they will oversee key initiatives and mentor others.

Key Responsibilities

Project Development: Contribute to ongoing projects including but not limited to AI modeling, mobile apps, web applications, and websites.

Collaboration: Work closely with other developers and team members to ensure seamless integration of technical solutions.

Innovation: Propose and implement new ideas that align with Synapsis' mission to bridge the gap between academia and practical biotech applications.

Technical Support: Provide assistance during events, ensuring all digital platforms and tools function smoothly.

Why This Role Matters

You'll be at the forefront of Synapsis' technical advancements, creating tools and systems that directly impact our projects and events.

Qualifications:

Experience in programming languages like Python, JavaScript, or relevant frameworks.

Experience or interest in areas like AI, web development, or mobile app development.

Strong problem-solving skills and the ability to work in a team environment.

THANK YOU FOR APPLYING

Email info@synap.ca if you have any questions or require any accommodations.