

Synapsis Hiring Package

Sponsorship Coordinators,
Financial Manager and Chief
Campus Representative (CCR)

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.

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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 founded 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 university student can apply. We welcome individuals of all faculties to apply.

1. Application Form Submission (January 28 – February 15, 2025 @ 11:59 PM EST)
2. Interview (February 16 – February 22, 2025)
3. Final Decisions (February 25, 2025)

APPLICATION FORM

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

Access the Application Forms: **Finance Division, Chief Campus Representative (CCR)**

The Application should not take you more than 10-15 minutes to complete.



Organizational Structure

SYNOPSIS HQ (CENTRAL OPERATIONS)

Executive Team:

- Co-President – Execute Synopsis’s vision through strategic oversight of events and marketing.
- Vice President (Operations & Finances) – Oversee university expansion and financial sustainability.
- Chief Technology Officer (CTO) – Leads all tech projects and innovation.

SYNOPSIS UNIVERSITY CHAPTERS (LED BY CCRs)

- Chief Campus Representative (CCR) – Leads the chapter, reporting directly to the VP of Operations to align university activities with Synopsis HQ.

UNIVERSITY TEAMS MIRROR HQ STRUCTURE:

- Marketing, Events, Finance, and Tech Divisions follow HQ guidelines.
- University Tech Leads collaborate with Synopsis HQ CTO to ensure their teams align with assigned projects and innovation goals.

WORKFLOW DYNAMICS

- Synopsis HQ VP → Works with CCRs to guide chapter development and ensure alignment.
- Synopsis HQ CTO → Works with University Tech Teams to maintain project quality and innovation.
- Each University Team Lead (Marketing, Events, Finance, Tech) → Reports to the CCR while maintaining collaboration with HQ.

**Upon approval of the CCR application, a organizational workflow will be provided, and a setup meeting will be scheduled to assist CCR’s in setting up their university chapter.*

ROLE DESCRIPTIONS

Sponsorship Coordinators

Role Overview

As a Sponsorship Coordinator, you will be responsible for securing funding through sponsorships and grants, helping us sustain our innovative initiatives. Additionally, they may track sponsorship deliverables, provide post-event reports, and explore creative ways to enhance sponsor engagement. A Sponsorship Coordinator needs strong communication, negotiation, and organizational skills to secure and manage sponsorships, build relationships, promote brand partnerships, track commitments, and ensure sponsors receive value through effective marketing and event coordination.

Key Responsibilities

- **Sponsors:** Work alongside the Director of Fundraising and Finance to identify and contact potential sponsors to secure funding and in-kind support. Maintain strong relationships with existing sponsors and seek long-term partnerships.
- **Sponsorship benefits:** Ensure sponsorship benefits (e.g., logo placement, social media mentions) are delivered, working with marketing when applicable.
- **Tracking and Organization:** Work with the Financial Manager to track sponsorship commitments and budgets to ensure proper fund allocation.
- **Post-event reports:** Prepare reports to show sponsors their impact and maintain engagement.

Why This Role Matters

- As a Sponsorship Coordinator, you will play a crucial role in securing funding and resources that help the club grow, host events, and provide valuable experiences for its members. By building strong sponsor relationships and ensuring brand visibility, they create sustainable partnerships that benefit both the club and its supporters.

Qualifications

A Sponsorship Coordinator for Synapsis should have strong communication and organizational skills, along with a willingness to connect with potential sponsors and develop creative proposals. This role is perfect for someone enthusiastic about building relationships and helping secure resources to support the club's activities and growth.

ROLE DESCRIPTIONS

Chief Campus Representative

Role Overview

As a Chief Campus Representative (CCR), you will be the driving force behind establishing and expanding Synapsis at your university. This role offers you the opportunity to lead a local chapter, build a team of motivated student leaders, and spearhead initiatives that reflect Synapsis' mission of bridging academic learning and real-world applications in biotechnology and computing.

The CCR position is ideal for dynamic individuals who excel in leadership, team building, and fostering collaboration within their university communities.

Key Responsibilities

- **Chapter Establishment:** Build and lead a Synapsis chapter at your university, ensuring alignment with Synapsis' mission and goals.
- **Team Leadership:** Recruit and manage a team of student leaders across marketing, events, and technical projects.
- **Event Organization:** Oversee the planning and execution of flagship events, including workshops, hackathons, and networking sessions.
- **Outreach:** Collaborate with university faculty, student organizations, and Synapsis HQ to foster partnerships and enhance chapter visibility.
- **Innovation:** Drive local initiatives in biotech and computing, such as research projects, AI-driven tools, and bioinformatics solutions.

Why This Role Matters

- As a CCR, you will play a critical role in Synapsis' expansion, creating a vibrant network of innovators at your university. Your leadership will empower students to explore the frontiers of biotechnology and computing, transforming ideas into impactful projects and initiatives.

Qualifications

We are seeking motivated individuals with strong leadership and communication skills, a passion for biotechnology and computing innovation, and a proven ability to organize events or manage projects. Experience in team building and outreach is a plus, but enthusiasm and a commitment to driving Synapsis' mission are key.

ROLE DESCRIPTIONS

Financial Manager

As a Finance Manager at Synapsis HQ, you will play a critical role in managing the organization's financial tracking, grant approvals, and sponsorship revenue. Working closely with the Director of Fundraising & Finance, you will oversee financial reporting, budget tracking, and sponsorship revenue allocation, ensuring sustainable funding for Synapsis HQ and university chapters.

This position is ideal for individuals with strong financial management, data tracking, and organizational skills, ensuring that all financial processes align with Synapsis' strategic growth.

Key Responsibilities

- **Financial Tracking & Reporting:** Maintain and update Synapsis' spreadsheet system to track sponsorship income, grant approvals, and overall financial status.
- **Collaboration with the Director of Fundraising & Finance:** Work alongside the Director to ensure smooth financial workflows, tracking funds while they work on identifying and securing sponsorships and grants.
- **Sponsorship & Grant Allocation:** Work with the Director of Fundraising & Finance to delegate sponsorship and grant applications to Sponsorship Coordinators for completion.
- **Approval & Oversight:** Monitor and manage the approval status of grants and sponsorships, ensuring timely follow-ups and financial compliance.

Why This Role Matters

- As Finance Manager at Synapsis HQ, your financial oversight and tracking will ensure the organization's continued growth and funding stability. By streamlining financial workflows and working closely with the Director of Fundraising & Finance, you will help expand Synapsis' impact in biotechnology and computing.

Qualifications

We are looking for detail-oriented individuals with experience in financial tracking, budgeting, or accounting. Ideal candidates should have strong organizational skills, proficiency in Google Sheets or financial management tools, and the ability to collaborate with leadership and sponsorship coordinators. Prior experience in grant management, fundraising, or financial reporting is a plus.

THANK YOU FOR APPLYING

Email info@synap.ca or message Synapsis at 705-822-1719 if you have any questions or require any accommodations.