



COMPSA COORDINATOR & VOLUNTEER APPLICATION

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WHAT IS COMPSA?

Queen's University's Computing Students' Association (COMPSA) is the student government for Queen's University's School of Computing. COMPSA is run by a group of highly motivated students who represent and bring together the entire Computing student community through various events and opportunities.

OUR OBJECTIVES

We represent students and members within and outside Queen's University and further the members' best interests.

We provide services and activities to members as well as act in facilitating role for services and activities.

We promote a working liaison between members, the School of Computing, the Arts and Science Undergraduate Society of Queen's University (ASUS), and the Alma Mater Society (AMS).

If you have any concerns about the positions or the application and interview process, please do not hesitate to contact the Internal Affairs Director (Cain Susko) at internal@compsa.queensu.ca or the Vice President of Operations (Kaan Sümer) at vpops@compsa.queensu.ca



APPLICATION INFORMATION

Thank you for your interest in being a member of COMPSA for the 2023-2024 academic year!

On this page, you will find information about the application process. In the following pages, you will find descriptions of each position (Academics, Equity, Internal Affairs, Marketing, Professional Development, Events, Socials, Tech Team).

To apply, fill out [this](#) form **no later than 23h59 (11:59PM/midnight) EST on June 10th 2023**. It includes:

- **Personal Statement of Interest**
 - Why would you like to be a part of COMPSA?
 - What skills would you bring to your chosen position(s)?
 - What are you hoping to get out of the experience?
- **Personal Information and Availability**
- Optional: You may compile a collection of work you feel is relevant to your chosen position(s) into a Google Drive folder and generate a link set to "Anyone on the internet with this link can VIEW". This can be submitted in the application form.
i.e. photography portfolio, graphic design example, specific situations that you've been involved with that would make you a good candidate for the position... etc.

You are only required to fill out **at least one** of the positions, but you can apply for up to three.

There are no year restrictions for any of the positions - anyone who pays the COMPSA fees can apply for anything.

INTERVIEW INFORMATION

Interview times will be circulated to applicants at least 24 hours before your interview, and interviews will take place the following week (**June 12 - June 23**).

In your application package, **please indicate the times that you are available** to hold an interview during this period. This may be submitted by filling out the when2meet form included with your application (<https://www.when2meet.com/?20162763-cxISv>).

Interviews will be conducted through an online interview. If you have any conflicts with this interview method, please indicate so in your application.



POSITION DESCRIPTIONS

EXECUTIVE INTERNS

The Executive Intern positions are reserved for incoming first year students and will be available in September. Stay up to date on COMPSA's social media to be notified of Intern hiring!

ACADEMICS

The Academics team oversees efforts to support Computing students in academic affairs. Volunteers will help coordinate the mentorship program, course feedback, and tutorials in order to foster a positive learning environment that engages students and provides resources to help them succeed.

MENTORSHIP COORDINATOR

- Assist the Academics Director with the creation of the mentorship program.
- Actively recruit mentors and process feedback from the mentorship program.
- Create a mentorship handbook for mentors, compiled with resources and suggestions.
- Help create events for mentors and mentees to foster a healthy community.

TUTORIALS COORDINATOR

- Organize tutorials for mainly first and second-year computing courses. This includes recognizing the need for a tutorial of a course, finding the location for the tutorial, and coordinating with the tutor to give the students an excellent experience.
- Coordinate a semester-long tutoring service by connecting students with tutors.
- Help new students to transition into university better.

ACADEMIC AFFAIRS COORDINATOR

- Assist in the Academics portfolio's general processes.
- Help with varying tasks in areas, which the Academics team requires support.

EQUITY

The Equity team strives to promote equity and diversity on campus and within the School of Computing. Your role on the team will include organizing awareness destressor events, holding advocacy campaigns, and ensuring that the Computing student body feels represented and supported by COMPSA.



EQUITY RELATIONS LIAISON

- Run monthly equity discussions to promote conversations about equity issues
- Communicate with other equity-related groups on campus and in the Kingston community
- Find and let students know about non-compa equity, diversity, support, and mental health events happening in the community
- Act as one of the main points of contact for speakers/organizations/groups during events organization
- Responsible for compiling a list of equity resources that can be found at Queen's or in the greater Kingston area for Computing students

MENTAL HEALTH COORDINATOR

- Run mental health awareness events throughout the academic year (i.e. exam destressors)
- Bring mental health conversations into the Computing student body through awareness campaigns and any other creative ideas you have!
- Curate a list of dates related to mental health, create social media posts to raise awareness
- Responsible for compiling a list of equity resources that can be found at Queen's or in the greater Kingston area for Computing students
- Create and distribute surveys to better understand what would help the students feel more supported

EVENTS

The Events team oversees and organizes all COMPSA related events. This includes all annual events such as the Fall Barbecue, Coffee with Profs, Fall Night Out, and the Computing Formal as well as working with other directors to plan their events.

FORMAL CONVENOR

- Primarily working on the fall night out and COMPSA formal
- Working with Events Director and President of COMPSA
- Planning vendors and caterers for said formals

EVENTS LOGISTICS COORDINATOR

- Keeping in contact with other directs and volunteers from different sectors of COMPSA and as well as other faculties (if required)
- Aiding both the formal convener and events team members with scheduled events



EVENTS COORDINATOR

- Work with Events director to execute calendared monthly events

GOVERNANCE AND INTERNAL AFFAIRS

The Governance and Internal Affairs team oversees the inner workings of COMPSA to ensure all proceedings in the council run smoothly. You'll be managing many administrative areas of COMPSA.

POLICY OFFICER

- Main role is to read and update the current constitution. Making sure acts are fair, and to simplify the political jargon
- May also help Internal Affairs in other tasks depending on timeline.

SCRIBE

- Keep minutes.
- Record all votes.
- Attend every General Assembly.
- Review constitution and policy manuals and ensure they are up to date .

SPEAKER

- Responsible for preparing the agenda and keeping attendance for all of the Association's General and Council meetings.
- Hold chair in general assemblies.
- Responsible for the final interpretation if there is a question of interpretation of COMPSA Constitution or Policy.
- If an issue of Conflict of Interest arises surrounding a member of any Hiring Committee, the Speaker shall be responsible for making a decision on the matter.

MARKETING

The Marketing team oversees all promotional material (i.e. posters, cover photos, social media, etc.) for COMPSA events and opportunities, and oversees the designs and the orderings of COMPSA clothing.



GRAPHIC DESIGNER

- Create graphics to post on COMPSA's social media accounts according to the design standards outlined by the Marketing Director.

MERCHANDISE COORDINATOR

- Designs merchandise and organizes orders, promotes sales and conducts market research to ensure a profit, and works with the marketing director to order merchandise.

PHOTOGRAPHER/VIDEOGRAPHER

- Attend and photograph/video COMPSA events, activities, and gatherings.
- Take candid videos and photographs of Computing spaces (classes, CasLab)
- Records most videos in portrait to fit social media video content.
- Take merchandise photoshoot pictures.
- Organize a professional space to take headshots/full body/merchandise promotional content:
 - Plain background
 - Props (chair, stool, etc.)
- Submit media in a timely manner.

SOCIAL MEDIA COORDINATOR

- Maintain a consistent posting schedule for COMPSA on all their
- social media platforms and encourage engagement within the computing
- community at Queen's.

SOCIALS

The Socials team aims to bring fun and community to Computing students via small-scale social events and get-togethers throughout the year. As a part of this team, you'll be tasked with planning, coordinating and realising these events

SOCIAL PLANNER

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PROFESSIONAL DEVELOPMENT

The Professional Development team strives to aid Computing students in their professional endeavours. As part of this team, you'll be helping your fellow students learn new skills, discover their career goals, connect with industry professionals, and secure internships.

PROFESSIONAL DEVELOPMENT LOGISTICS COORDINATOR

- Managing the Professional Development schedule and coordinating appropriate information to other team members.
- Liaison with other volunteers to ensure portfolio interconnectivity..

NETWORKING COORDINATOR

- Liaison with industry representatives to engage them in Professional Development activities geared towards computing students.
- Manage a portfolio of connections.

ACTIVITIES COORDINATOR

- Assist the director in creating and planning Professional Development fevents.
- Organize logistical details.

FINANCE

SPONSORSHIP COORDINATOR

- Acquire new sponsorships by identifying potential partners
- Build and maintain strong relationships with sponsors, acting as the main point of contact. Coordinate sponsorship fulfillment
- Provide recognition to sponsors through various social media platforms
- Manage the sponsorships budget

ACCOUNTING OFFICER

- Keep track of COMPSA's finance budget
- Monitor how much money has been spent for each portfolio regularly
- Handle expense requests



TECH TEAM

The COMPSA Tech Team is responsible for anything that bisects the corner of COMPSA and technology. As a part thereof, you will be member to the team that the student government relies on when they have a technical question or an idea that could be brought to life using technology. The Tech Team has a separate hiring package, which can be accessed through [here](#).