**APPLICATION DUE: Monday, March 9, 2016 at 11:59pm**

**QEC EXECUTIVE TEAM APPLICATION**

**APPLICATION INSTRUCTIONS:**

* **Fill out all required personal and exchange information.**
* Specify your desired position.
* Specify which positions you would accept as alternatives.
* Answer both the general questions and the position-specific questions.
* Please keep all **answers to less than 150 words** unless otherwise stated

**WHEN YOUR APPLICATION IS COMPLETED, PLEASE:**

* **Save the document as “Your Name – Desired Position.doc”** (ex. “John Doe – HRO”).
* **Submit an electronic copy** in **PDF FORMAT** of your application via email to Aayush Goel at [aayush.goel@theqec.com](mailto:aayush.goel@theqec.com) and Ganesha Thirumurthi at [ganesha.thirumurthi@theqec.com](mailto:ganesha.thirumurthi@theqec.com)
* **Please select an interview time by clicking the Doodle link below:** <http://doodle.com/poll/zq827yh8dkb8bazi>
* Note that students on exchange will need to use Skype for interviews.

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| **Required personal information** |
| **Name:** |
| **Year:** |
| **QueensU Email:** |
| **Phone Number:** |
| **Alt. Phone Number** (optional)**:** |
| **Desired Position:** |
| **If unsuccessful, what are your two next most desired positions (in order of preference)?** |
| **Currently on exchange abroad?** |
| **If yes, at which school?** |
| **If yes, Skype account name:** |
| **On exchange during the next academic year?** |
| **If yes, what are your term dates and school (please clearly specify exact term dates)?** |

**GENERAL QUESTIONS**

1. Why are you passionate about entrepreneurship?
2. Please provide an example of a time where you went above and beyond to reach a goal. If you are a past QEC executive, please use an example from QEC. Otherwise, please feel free to use an example from any context (schoolwork, summer job, etc.).
3. Please attach a PDF copy of your resume as a separate attachment to the email of this application. The purpose is to gain a wider understanding of your past leadership experience and other accomplishments.
4. What other initiatives do you plan to be involved with for the upcoming 2016-2017 year? We ask this to get a sense of the time commitment you can allot to the QEC.

**POSITION SPECIFIC QUESTIONS**

Please only provide an answer to your **FIRST CHOICE** position. Please make sure that questions you are not answering are **DELETED** when you submit this form.

**Director of Sponsorship:**

1. *In general at Queen’s, sponsors attend in order to make recruiting opportunities at their company more visible. The QEC does not have a focus on recruiting opportunities for its delegates, since they plan to run their own business. Given that this is the case, what is a possible “selling point” that QEC can offer to potential corporate sponsors and what is the best way to convey it?*
2. *Describe a time where you managed or led a group of people and the results you drove.*
3. *Please make a short powerpoint (max 3 slides and 5 minutes)* outlining the following:
   1. *Specific organizations that you believe could be potential sponsors for QEC and how you would reach them, be realistic and specific.*
   2. *Sponsorship goals in hard metrics (ex. X $ of sponsorship by Y date)*
   3. *The rest is up to you! – Think of creative ways to get more sponsorship for QEC!*

**Sponsorship Coordinator:**

1. *Describe a time where you successfully convinced a person or a group.*
2. *Pitch the QEC in 150 words or less to a potential sponsor.*

**Events and Logistics Coordinator:**

1. *Describe a time you planned and executed an event (or other major function) that was highly detailed oriented.*
2. *Written or Verbal response. You are welcome to write an answer to the following question or, if left blank, it will be a question during your interview.* 
   1. *How would you react to the venue for the final dinner and closing reception reneging one week before the conference? Consider communication with groups that you deem applicable (ex. competitors) and remedies to the situation while keeping in mind that the QEC occurs in Toronto.*

**Competitor Coordinator:**

1. *Please describe an instance or experience where you had to manage a variety of projects, tasks, or responsibilities at once (excluding schoolwork). Describe the strategy/tactics for how you prioritized and managed your time and the projects.*

**Publications Coordinator:**

1. *Please attach a copy of your design portfolio (or a select few pieces of your past design work) to this email. If you do not have one, please discuss a time where you had to learn a technical skill in an extremely short period of time.*
2. *Why in your view is design important?*

**Media Relations Coordinator:**

1. *Pitch the QEC in 150 words or less to a potential news publication or blog.*
2. *In marketing, do you think that creative thinking or strategic thinking is more important? Please explain.*

**Technology Coordinator:**

1. *Do you have past experience with web development or design? If so, please provide a link to a piece of work you have done, as well as a description of the platforms/programs you used to develop it. If you do not, please describe to what extent you are (a) technologically proficient, and (b) an example that demonstrates your ability to learn quickly.*
2. *Discuss a time where you had to complete a project with a tight deadline, and the strategies you implemented to be successful in finishing it effectively and on time. If you were not able to, please describe how you would have done things differently.*

**Finance Coordinator:**

1. *Do you have any past bookkeeping or financial management experience? If yes, please discuss the approach you took to your tasks and duties. If not, please discuss a time where you required a high level of attention to detail to accomplish a task.*
2. *Describe a time where you faced conflict in a group and how you overcame it.*

**Judges Coordinator:**

1. *What in your view is the value proposition for judges to attend a start-up competition?*
2. *How would you ensure a high representation of judges from multiple industries, genders, and backgrounds?*

**Please read all instructions and questions carefully.**

**If you have any questions, feel free to contact:**

Allan Down, HRO, [allan.down@queensu.ca](mailto:allan.down@queensu.ca)

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| **Hiring Policy Summary**   * The interviewing committee must have one ComSoc assembly member, one relevant party to the position, and gender representation in all interviews. * If a hiring team extends its application deadline, it must contact any individuals who have already submitted their application and inform them of their right to re-submit their application according to the new deadline. * All successful and unsuccessful applicants shall be notified of the hiring team’s decision within 48 hours of the last interview. * If you request written feedback, it must be provided within 72 hours. * Applicants are *not* allowed to hold more than three ComSoc positions at any given time. This excludes Frosh Leader (Boss) positions.   For further inquiries, consult the full hiring policy (found here) or contact the Chief Policy & Returning Officer, Taryn Mason at taryn.mason@queensu.ca. |