Thank you for your interest in the position of High Tech on the Computing Orientation Committee 2005. Below you will find information on the job and the application procedure. If you have any questions, please do not hesitate to contact Sukhjeen Nandra, High Tech 2004 (2skn@qlink.queensu.ca). When completing the application, remember the qualities we are looking for in applicants and let these shine through. Have fun!

Eligibility

- Any member of the Arts and Science Undergraduate Society may apply to be High Tech. Preference will be given to students enrolled in Computing Science
- Applicants need not have previous experience on an Orientation Committee (e.g. Tech Committee)

Job Description

The position of High Tech will require the successful applicant to:
- responsible for the smooth and efficient delivery of fun, informative, and exciting frosh week activities to all incoming first year Computing students and Orientation Week volunteers
- help plan, organize, and deliver dynamic and interesting activities to incoming students, while keeping safety, inclusiveness, monetary, and logistical issues in mind
- attend weekly and biweekly meetings at various Orientation Week organizational levels
- select, organize, and coordinate a volunteer team of 40+ volunteers
- deliver a complete transition manual to his/her successor

Required Skills and Attributes

The successful candidate will have the following:
- communication skills
- organizational skills
- time management and planning skills
- creativity and originality
- stress-management skills
- optimism
- detailed thinking and foresight
- a passion for orientation and Queen's spirit
- the ability to motivate others under any conditions
- the ability to have fun!

Work Term

- November 2004 to October 2005

Expected Commitment

- October to mid-August: 5 – 20 hours per week
- late August to early September: full time
- September to October: 2 – 10 hours per week
- expect some overtime
- this position requires a student to stay in Kingston over the summer to continue to plan orientation activities and accept frosh registrations (this may be negotiable)

Application Procedures and Instructions

- Provide the following to the School of Computing General Office (Goodwin Hall, 5th floor) addressed to Sukhjeen Nandra no later than 4:00 PM on Monday, November 8, 2004:
    - application form
    - answers to application questions (see below)
    - resumé
    - cover letter
    - commitment schedule for fall and winter terms (include classes, volunteering, work, etc.)
- Interview times and locations will be posted by 5:00 PM on Wednesday, November 10, 2004 on the COMPSA office door (Goodwin Hall, room 544). Please check your interview time as soon as possible after posting to ensure you do not miss it. You will also be contacted via the email address you provide.
- Interviews will take place Saturday, November 13 and Sunday, November 14. You will not be in interview this entire time. You may be required to hold two or three interviews at separate times.
- Exceptions will be made to the above timelines on a case-by-case basis. Please contact Sukhjeen if you have exceptional circumstances.

Tips

- On your resumé, try to highlight times when you were in a leadership position.
- Before the interview, think about your leadership experiences and what you did in those situations. What skills were put to the test? What problems did you have? How did you solve them?

APPLICATION FORM AND QUESTIONS

PLEASE PRINT THE FOLLOWING INFORMATION NEATLY:

Name:

Last name, Given names

Major:

Software Design, History, etc.

Year:

First, Second, etc.

Birth Date:

August 24, 1983

Phone Number:

(613) 555-1234

QLink Email:

2ow3@qlink.queensu.ca

Student Number:

123 4567

Please answer the following questions (in any format or creative manner you see fit) and submit them with your resumé, cover letter, and schedule:

1) Why have you chosen to apply for the position of High Tech?
2) What personal qualities and relevant experience can you bring to the position of High Tech and to the Computing Orientation Committee?
3) What does "Orientation" mean to you?
4) What other commitments do you have this year and how will these affect the amount of time you are able to devote to Orientation?
5) What do you feel are the components of a successful Orientation week?
6) Do you have any ideas you would like to implement this year on the Computing Orientation Committee?