# POSITION SUMMARY

# QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE:     ECEi Experience Coordinator
DEPARTMENT:      Electrical and Computing Engineering
POSITION NUMBER:  J1117-0255
GRADE:          6                              EFFECTIVE DATE:  4 Jan 2018

**JOB SUMMARY:**
The Electrical and Computer Engineering Innovation Stream (ECEi) is a newly launched undergraduate educational initiative at Queen's University. Drawing courses from both the Faculty of Engineering and Applied Science (FEAS) and Queen's Smith School of Business, ECEi augments the technical content and rigour of contemporary Electrical and Computing Engineering (ECE) curriculum with the innovation and entrepreneurship elements essential to start-up culture.

Reporting directly to the Department Head, the ECEi Experience Coordinator is responsible for organizing and enhancing the student experience and key elements of stream delivery. The incumbent coordinates all non-academic elements of the initiative, and assists in improving the delivery of academic content to the cohort of ECEi undergraduate students. The ECEi Experience Coordinator also interacts with students and course instructors to recommend and develop ECEi enhancements or additions to existing courses. The incumbent is responsible for scheduling seminars and invited speakers; organizing social events such as weekend hack-a-thons; liaising and networking with counterparts at the Smith School of Business and business/industry partners; and, researching and initiating novel elements for the ECEi stream. The ECEi Experience Coordinator is also responsible for developing outreach and marketing material to promote the stream to prospective students, as well as initiating and maintaining active social media outlets to facilitate regular contact and communication with ECEi students.

The schedule for this position requires the incumbent to work occasional evenings and / or weekends according to program or area needs.

**KEY RESPONSIBILITIES:**
- Leads student experience and co-curricular initiatives by establishing and maintaining active lines of communication with ECEi undergraduate students. Provides a student perspective on existing and new ECEi program initiatives. Acts as a liaison between stream students and faculty.
- Liaises with counterparts in related units, including Queen's Smith School of Business, Queen's Innovation Institute, etc., and where appropriate, joins forces in delivery of joint events and stream elements. Networks and establishes connections with counterparts in other units within the University, as well as the community at large, to better foster programming within ECEi.
- Establishes and coordinates a monthly and yearly calendar of events related to the planning and execution of non-academic elements (e.g. seminars, social events, etc.) related to ECEi stream. Secures and organizes involvement of external participants, speakers and / or campus partners, identifying and arranging venues or events sites. Coordinates event logistics,

arranging food and / or transportation. Assists in organizing and delivering select academic elements (e.g. course modules, labs, contest, focused projects, etc.) of the ECEi as required.

- Supports content development by researching and understanding academic and non-academic elements of the ECEi stream. Provides feedback to Department Head on stream design and delivery. Investigates and reports on "best practices" of entrepreneurial offerings within Queen's (e.g. Queen's Innovation Initiative, Master of Entrepreneurship and Innovation, etc.) and other institutions.
- Creates opportunities to engage with current ECEi students through outreach activities and collects information regarding program elements, identifying trends and / or opportunities for improvement. Summarizes findings and recommends creative solutions to Department Head for approval.  Develops and implements changes and / or innovation to non-academic elements of the initiative as required.
- Develops marketing and recruitment material in an efficient and creative way to promote and communicate ECEi program and initiatives to prospective and existing students. Initiates and maintains a student focused communication system using social media (e.g. Facebook, LinkedIn, Twitter, etc.) to establish and maintain effective communication with current students, adhering to Faculty and University policies and practices.
- Provides work direction, and technical/functional guidance to student staff.  Schedules and assigns work, and oversees its completion.  Coordinates and monitors work flow.
- Communicates and facilitates social elements of the ECEi program to faculty at Department Meetings.
- Undertakes other duties as required, as identified by the Department Head, in support of the ECEi program.

## REQUIRED QUALIFICATIONS:
- Undergraduate degree in engineering, business administration, or other related area, combined with previous work experience in administration and / or event planning, preferably in a University or large institution environment.  Previous experience with marketing and / or social media required.
- Excellent computer skills, specifically with Microsoft Office (e.g. Word, Excel, PowerPoint).
- Understanding of university policies and Faculty regulations with a thorough knowledge of undergraduate degree programs, academic regulations, policies and procedures, and student related services considered to be an asset.
- Familiarity with, and/or interest in, entrepreneurship and innovation considered to be an asset.
- Consideration will be given to an equivalent combination of education and experience.

## SPECIAL SKILLS:
- Ability to take initiative, work on own and with minimal supervision, make independent decisions, and prioritize work despite frequent conflicts and time constraints.
- Ability to use resourcefulness and initiative to recognize problems and offer creative solutions.
- Excellent interpersonal and communication (verbal and written) skills, with an ability to work productively and professionally with people at all levels (e.g. students, faculty, administration, and counterparts in other units).
- Excellent organizational skills, with demonstrated ability to manage multiple or competing tasks while maintaining a strong-attention to detail.
- Effective research and analytical skills.
- Strong relationship building skills combined with an ability to develop and proactively use networks to build rapport, mutual trust, and support from others.

- Client service orientation to understand, interpret, and respond to, student needs and expectations proactively.
- Excellent presentation and group facilitation skills with an ability to adapt communication style to diverse audiences (e.g. student, faculty and / or processional partners).
- Ability to work as part of a team with demonstrated flexibility and willingness to adapt and do what is necessary to assist and support others (e.g. students).

**DECISION MAKING:**
- Identifies and recommends to Department Head specific academic and non-academic activities to be incorporated into all years of ECEi to better meet the needs of students, ensuring appropriate background information and / or research to support recommendations.
- Determines content of communications, presenting information in a clear and concise manner and leveraging social media as appropriate.
- Determines priorities and makes decisions about student staff utilization and the assignment of work to achieve optimum efficiencies and productivity.
- Prioritizes work and time and decides upon the most important task among several.
- Decides how to deal with new information at hand. If appropriate, reports on data and decides best format for distribution.
- Recommends changes and improvements to systems (e.g., team events, weekend hack-a-thons, etc.) or processes to better meet the needs of students.

**RESEARCH ASSESSMENT QUESTIONS:**          YES     NO
**(must be completed)**

| | | YES | NO |
|---|---|---|---|
| 1. | Is this position technical in nature in a teaching or research lab or lab-related area? | ☐ | ☒ |
| 2. | Does this position support a research project? If yes, indicate name of the project: | ☐ | ☒ |
| 3. | Does this position report directly to a Principal Investigator (PI)? If yes, indicate name of the PI: | ☐ | ☒ |

SIGNATURES:

Date

_____          _____
Incumbent

_____          _____
Manager

_____          _____
Department Head/Director or Designate