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**NSS Academic and Professional Development Commissioner**

Thank you for expressing interest in this opportunity and taking the time to complete this application. We wish all of our applicants the very best!

* NSS Executives

**Application Outline**

* Application information – Page 1
* Description and details of Academics and Professional Development Commissioner position – Page 2
* Applicant information and questions to be completed – Page 3

**The NSS is recruiting for the following positions:**

* One (1) Academics and Professional Development Commissioner

**Eligibility**

* Any nursing student in Year 1, Year 2, Year 3, and AST Year 3.
* No prior experience is necessary.
* This is a voluntary position.
* Time commitment: 4-6 hours per week.

**Recruitment Process**

* Application due date: **January 12, 2024, at 1159 PM**
* Please email your application to [president@nss.queensu.ca](mailto:president@nss.queensu.ca) and [vpua@nss.queensu.ca](mailto:vpua@nss.queensu.ca)
* You will receive an email within 48 hours to arrange an interview time the following week.

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**Description of the Academics and Professional Development Commissioner**

**1.11.1** The **duties of the Academics and Professional Development Commissioner** shall include the following, but shall not be limited herein:

1. To report to the president;
2. To be involved and engaged in all matters of an academic nature impacting members of the Society;
3. To organize a minimum of two (2) events, one (1) for each semester within office, based on the following criteria:
   1. The events must be accessible to all years of Nursing;
   2. The events must be oriented around the topic of Academics or Professional Development.
4. To serve as a liaison between the Society and the School of Nursing by attending and engaging in the following committees:
   1. Undergraduate Curriculum Committee (UGC);
   2. School of Nursing Academic Council (SONAC);
   3. Faculty Board;
   4. Academic Caucus of the AMS;
   5. To serve on other committees of an academic nature within the School of Nursing and the University, as delegated by the President of the Society.
5. To facilitate the Study Buddies Program;
6. To Chair the Awards Committee;
7. To produce a written transition report/manual to the incumbent Academic & Professional Development Commissioner.

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**Applicant Information and Recruitment Questions**

**Please fill out the following information**

|  |  |
| --- | --- |
| **Full name:** |  |
| **Current year of study:** |  |
| **Queen’s email address:** |  |
| **Phone number:** |  |

**Please respond to each question in 150 words or less.**

1. Explain why you are the most optimal candidate for this position?
2. What inspired you to get involved with the NSS?
3. Provide a relevant idea or suggestion that is applicable to this position.