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**NSS Intern Application**

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 Intern to the President position – Page 2
* Description and details of Intern to the VPUA position – Page 3
* Applicant information and questions to be completed – Page 4

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

* One (1) Intern to the President
* One (1) Intern to the VPUA

**Eligibility**

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

**Recruitment Process**

* Application due date: **January 21, 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 Intern to the President**

**1.15.1** Three (3) Interns shall be appointed by the NSS Executives for the purpose of mentorship and introduction to student governance.

**1.15.2** The Intern position shall be a non-voting member of the Assembly.

**1.15.3** The Intern position is exclusive to incoming students in year I of the 4-year track.

**1.15.4** Intern(s) shall be appointed for an eight (8)-month term, beginning in September of the Fall semester till the end of April of the Winter semester

**1.15.5** The **duties of the Intern to the President** shall include the following, but shall not be limited herein:

1. To report to the President;
2. To attend all NSS Assembly meetings;
3. To attend external committee meetings with the President, at their request, for educational purposes;
4. To assist the President with administrative duties at their request:
5. These requests will be issued in a manner that both parties consider to be timely.
6. To work collaboratively with the two (2) other interns, to organize and execute one (1) major project, based on the following criteria:
7. That the project poses future benefit to nursing students of all years;
8. That project proposals must be submitted to the Executive Board before the end of the Fall semester

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**Description of the Intern to the VPUA**

* + 1. The **duties of the Intern to the VPUA** shall include the following, but shall not be limited herein:

1. To report to the VPUA;
2. To attend all NSS Assembly meetings;
3. To attend external committee meetings with the VPUA, at their request, for educational purposes;
4. To assist the VPUAs with maintaining the NSS social media platforms, the campus spaces, and any other administrative duties at their request:
5. These requests will be issued in a manner that both parties consider to be timely.
6. To work collaboratively with the two (2) other interns, to organize and execute one (1) major project, based on the following criteria:
7. That the project poses future benefit to nursing students of all years;
8. That project proposals must be submitted to the Executive Board before the end of the Fall semester

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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 rank your desired position in order of most favourable to least.**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.