

Queen's Insurance Association
March Hiring 2019-2020
Executive Application



APPLICATION DUE: Monday, March 6th, 2019 at 11:59pm

APPLICATION INSTRUCTIONS:

- **Fill out all required personal and exchange information.**

WHEN YOUR APPLICATION IS COMPLETED, PLEASE:

- **Save the document as “Your Name – Desired Position.doc”** (ex. “John Doe – Marketing Director”).
- **Submit an electronic copy** of your application via email to **Victoria Potocnik** at victoria.potocnik@queensu.ca and **Emily Johnstone** at 15emj@queensu.ca
- If you require special arrangements regarding your interview time, please inform the TSOs, Sebby Monsalve and Debbie Kim at buscomsoctso@queensu.ca as *soon as possible*.
- Note that students on exchange will need to use Skype for interviews.

Required personal information
Name:
Year:
Queen's Email:
Phone Number:
Alt. Phone Number (optional):
Currently on exchange abroad?
If yes, at which school?
If yes, Skype account name:
On exchange during the next academic year?
If yes, which semester and school?

Rank your top three position choices:

- 1.
- 2.
- 3.

General Questions

Please answer all questions

1. Why do you want to be part of the first QIA Executive Team? What skills or experiences do you have that make you the best candidate? (200 words max.)
2. Since this is QIA's first year in the Commerce Society, we are looking to hire an executive team of individuals who display a high level of commitment and a strong work ethic. How are you going to manage your time to commit significant hours to QIA along with your other commitments? (200 words max.)
3. Write a haiku about a current trend in the insurance industry.

Position Specific Questions

Please only answer for your top ranked position

Marketing Director

1. What is your vision for QIA's brand, and how will it differentiate us from other associations? (100 words max.)
2. What experiences/skills do you have that make you qualified to lead the marketing team? (200 words max.)

Publications & IT

1. From a design perspective (i.e. fonts, colours, logo, etc.), what ideas do you have for the QIA brand in its first year? (150 words max.)
2. Please attach a portfolio of your previous graphic design experience.

Marketing Coordinator

1. As marketing coordinator, you will be responsible for staying up-to date and posting original articles about the insurance industry to generate interest among the students. Select a current trend in the insurance industry and write a short article about it. *(150 words max.)*

Finance Director

1. Do you have any previous experience maintaining a budget, either personally or professionally? How will you use this experience to ensure that QIA stays on budget? *(150 words max.)*

Sponsorship Coordinator

1. Choose one company that you think would be a great corporate sponsor for QIA. Why did you choose this company and how would you go about getting them to sponsor QIA? *(150 words max.)*

Internal Events Director

1. Pitch an original and innovative idea for an internal event for QIA. Who are potential sponsors for your workshop, and how would it create value for both sponsors and delegates? *(150 words max.)*
2. You are holding a meeting with your portfolio team (Membership Coordinator and Education Coordinator), and you find out that the Education Coordinator has not prepared for the meeting and has not done what they were supposed to do. How would you handle this situation? *(150 words max.)*

Membership Coordinator

1. What are two ways in which you will attract students to join the QIA membership program? *(150 words max.)*
2. What would be the value proposition of QIA's membership program? *(150 words max.)*

max.)

Education Coordinator

1. Why do you think it is important that Smith students learn about the insurance industry? (150 words max.)

External Events Director

1. Pitch an original and innovative idea for an external event for QIA. Who are potential sponsors for your workshop, and how would it create value for both sponsors and delegates? (150 words max.)

Speakers Coordinator

1. What are three characteristics you would look for in a potential speaker? (150 words max.)
2. It is one week before an internal event and the keynote speaker cancels. Please outline your plan of action. (150 words max.)

Industry and Alumni Outreach Coordinator

1. The role of the Industry and Alumni Outreach Coordinator is to grow and maintain relationships with the insurance industry. What is one way that you plan to leverage Smith alumni to help students learn more about the insurance industry? (150 words max.)

Socials Coordinator

1. Provide a detailed plan of the first QIA social event of the year. (150 words max.)