

## Director Application Package

**Introduction:** *The Interdepartmental Science Students' Society is an inclusive and transparent science faculty association existing to offer useful services, to connect its diverse membership, and to advocate so that science students may enjoy an enriching and valuable undergraduate experience.*

In order to engage a wider audience in the affairs of the ISSS, Executives have the authority to delegate parts of their portfolio to Members. A Director is responsible for a specific task that falls under an Executive's portfolio, and should work closely with the Executive to ensure the smooth operation of that project. While working hours can vary, the Director should expect to dedicate at least three hours per week on their responsibilities.

**Positions:** Available Director positions can be found online at [www.iss.ca](http://www.iss.ca). Please read the descriptions of each position and on the application package list your first, second, and third choices.

**Process:** Interested Members should fill out the application package found below and submit a letter of intent and resume. The overseeing Executive will review these documents and will contact shortlisted candidates for an interview.

The term for Directors lasts until April 30. Full transition documentation will be available for each incoming Director, and training will be provided by the overseeing Executive.

**Deadlines:** Application packages are due at the ISSS office (CCIS 1-150) or electronically by **Friday, April 12th at 4:00 p.m.** to [www.iss.ca](http://www.iss.ca). Electronic applications, especially supporting documents, are encouraged to save resources and to facilitate distribution, and should be sent to [iss@ualberta.ca](mailto:iss@ualberta.ca).

**Contact Information:** If you have any questions, please email [iss@ualberta.ca](mailto:iss@ualberta.ca).

## Director Application Package

### Personal Information

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Name: \_\_\_\_\_

Program and Year of Study: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### Application

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First Choice: \_\_\_\_\_ I am comfortable  
Second Choice\*: \_\_\_\_\_ holding ( 1 , 2 , 3 )  
Third Choice\*: \_\_\_\_\_ positions.  
*Please circle one.*

Please confirm you have attached the following supporting documents to this application. Electronic submissions to [iss@ualberta.ca](mailto:iss@ualberta.ca) are encouraged:

- Letter of intent\*
- Maximum two-page resume

*\*Listing three choices is optional, but highly recommended. The letter of intent may be a maximum of 1 page for applications with only one choice, 1.5 pages for two choices, and 2 pages for three choices. The letter should outline the relevant skills and experiences, your motivations for the position(s), and what you would like to accomplish in each position.*

Thank you for your application for a Directorship position with the Interdepartmental Science Students' Society. We thank you for your time, but only shortlisted candidates will be contacted for an interview held prior to April 31<sup>st</sup>, 2013.