

SUBJECT: Volunteer Position with the Canadian Society for Chemistry Accreditation Committee

The Canadian Society for Chemistry (CSC) Accreditation Committee is looking to recruit an undergraduate student volunteer to help with administration aspects of the Committee's work. This is an invaluable opportunity for the student to add on their resume with reference to one of the two Societies under the umbrella of a national Canadian organization, the Chemical Institute of Canada. The volunteer will learn how accreditation of chemistry programs are assessed and certified. They will receive a certificate at the end of their service. Should their service be satisfactory, a letter of recommendation will be provided. Click here for more information about CSC Accreditations.

The volunteer will be responsible for tracking various applications for accreditation from different Canadian and international universities and recording the status of each application. The volunteer work involved is on average 2 hours per week on a flexible schedule (evening and weekends included). Should we require the volunteer for a specific time, it can be arranged on an ad hoc basis. Familiarity with Excel, Outlook, and office practices are an advantage.

If you are interested, please submit a short statement expressing your interest and reason(s) for applying and a recent CV/resume to Dr. Cherif Matta (CSC Director of Accreditation): [accreditation@cheminst.ca](mailto:accreditation@cheminst.ca); and Rose Katagiri (National Team Representative): [rkatagiri@cheminst.ca](mailto:rkatagiri@cheminst.ca) by Friday, December 16, 2022 at 12:00 ET.

The duration of the position is 3 months, renewable contingent upon the quality of work. The term will start once the candidate has been selected and contacted.

The CSC Board is dedicated to diversity and inclusion and seeks to represent all of the CSC membership. Thank you and we look forward to receiving your response.

#### Duties and Obligations of Volunteer

As a volunteer of the CSC Accreditation Committee, all information learned and viewed must be kept confidential.

#### Duties

- Tracking various applications for accreditation from different Canadian and international universities.
- Recording the status of each application accreditation application
- Organize the CSC Accreditation inbox to summarize key actions or dates and add them in a spreadsheet.
- Assist with miscellaneous tasks related to CSC Accreditation.
- Meet task deadlines in a timely manner.

#### Duties and Obligations of the CSC Accreditation Committee

The CSC Director of Accreditations and CIC National Team Representative are responsible for ensuring that the volunteer works in a safe and respectful workspace.