



Canadian Society for Chemistry | *For Our Future*
Société canadienne de chimie | *Pour notre avenir*

Members for the Accreditation Committee

We are looking for up to four new members to join the CSC Accreditation Committee, with an immediate appointment for a 3-year term (renewable). We seek academic staff with broad experience and a strong commitment to high quality education for students in chemistry.

Responsibilities include:

- Evaluating undergraduate chemistry and related programs (e.g., biochemistry, interdisciplinary) at Canadian and international institutions (1-3 evaluations annually per member).
- Reviewing program submissions, conducting site visits, and writing accreditation reports.
- Participating in Committee meetings throughout the year to discuss issues related to accreditation, review reports, and make recommendations to the CSC Board of Directors on accreditation policies and practices.

Nominations will be reviewed by the CSC Accreditation Committee and approved by the CSC Board of Directors. More information about accreditation can be found on our [website](#), including the accreditation guidelines.

Student Volunteer for the Accreditation Committee

We are also seeking an undergraduate student volunteer to assist with the administrative aspects of the Committee's work. This role offers a unique opportunity to gain insight into the Canadian Society for Chemistry accreditation process of chemistry programs while gaining experience under a national Canadian organization, the [Chemical Institute of Canada](#).

Responsibilities include:

- Tracking applications for accreditation from different Canadian and international universities and recording and updating the status of each application.
- Organizing the CSC Accreditation inbox, summarizing key actions or dates, and managing a corresponding spreadsheet.
- Assisting with miscellaneous tasks related to CSC Accreditation.
- Responding to internal emails promptly and meeting task deadlines.



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The volunteer work requires an average of 2 hours per week with a flexible schedule, including evenings and weekends. Familiarity with Excel, Outlook, and office practices is an asset. The position is for 3 months, renewable contingent upon performance. The term will start once the candidate has been selected and contacted.

Upon satisfactory completion of their service, the volunteer will receive a certificate and a letter of recommendation.

The CSC Board is dedicated to diversity and inclusion and encourages applicants from all backgrounds. Applications will be accepted until the positions are filled.

Thank you and we look forward to receiving your response.