

YEAR PLAN

Careers Coordinator

Sehaj Kang

McMaster Science Society

2023-2024

(submitted *Monday September 11th, 2023*)

**MCMASTER
SCIENCE
SOCIETY**





2023-2024 Year Plan

Hello everyone! My name is Sehaj Kang and I am the new Careers Coordinator for the McMaster Science Society! I am so excited to take on this new position and help liaison between MSS and the Science Career & Cooperative Education!

Going into my second year now, the SCCE office was personally a great help to me in my first year. As such, I am honored to be holding the position of Careers Coordinator to further help bring the MSS and SCCE office closer together in order to better support the science student body. I hope to leverage this relationship in order to ensure maximum turnout for MSS events like Symbiosis and Quantum Leap. Alongside this, I aspire to create new opportunities for students to learn more about different career pathways, network with McMaster Alumni, access scholarships, and build a plethora of real world skills like resume writing and interviewing preparation through interactive seminars, panels, and workshops.

Considering that this is a new position, there is not much information, event planning, or progress to work off of. However, this does give me the opportunity to start from a clean slate and truly channel my creativity in order to address the gaps and disconnect I see amongst the science student body and with the SCCE office! As such, aside from establishing an open source of communication with the SCCE I am trying to brainstorm new events for 2023-2024. In essence, my role is more of a supportive liaison in order to help source speakers and alumni for Quantum Leap and Symbiosis, as well as integrating MSS into SCCE's year plan to truly maximize outreach and impact by finding new areas of collaboration.

Again, I am beyond excited to be taking on this new role and have high expectations that we will be able to reap phenomenal results through our mutual collaboration!

Sehaj Kang
McMaster Science Society

Careers Coordinator
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TIMELINE

Month	Objective/Project/Event/Goals
September	<p><u>Things to complete:</u></p> <ol style="list-style-type: none"> 1. Meet with SCCE to establish goals for the year 2. Understand SCCE events for the years and areas of collaboration 3. Refine year plan after speaking with SCCE 4. Find bulletin board display space 5. Meet to discuss Quantum Leap Conference 6. Meet with Volunteer Coordinator to discuss Workshop Series
October	<p><u>Events/Projects:</u></p> <ol style="list-style-type: none"> 1. <i>Volunteer & Research Coordinator Workshop Collaboration [Series of 4 workshops]</i> 2. <i>Assist with Symbiosis planning and organizing</i> <p><u>Things to complete:</u></p> <ol style="list-style-type: none"> 7. Create plan for bulletin board space & get alumni contacts
November	<p><u>Events/Projects:</u></p> <ol style="list-style-type: none"> 3. <i>Volunteer & Research Coordinator Workshop Collaboration [Series of 4 workshops]</i> 4. <i>Assist with Symbiosis and organizing</i> <p><u>Things to complete:</u></p> <ol style="list-style-type: none"> 8. Get all needed materials for bulletin board
December	<p><u>Events/Projects:</u></p> <ol style="list-style-type: none"> 5. Assemble Bulletin Board <p><u>Things to complete:</u></p> <ol style="list-style-type: none"> 9. Reflect on year and re-evaluate plans for next term 10. Meet with SCCE to confirm next term plans



January	<p><u>Things to complete:</u></p> <p>11. Prepare for Career Week (coordinate with SCCE)</p> <p>12. Prepare for February workshop</p>
February	<p><u>Events/Projects:</u></p> <p>6. <i>Volunteer & Research Coordinator Workshop Collaboration [Series of 4 workshops]</i></p> <p>7. Career Week: Interview prep, photos, resume editing</p> <p><u>Things to complete:</u></p> <p>13. Find speakers/sponsors and organize career fair</p> <p>14. Prepare for March workshop</p>
March	<p><u>Events/Projects:</u></p> <p>8. <i>Volunteer & Research Coordinator Workshop Collaboration [Series of 4 workshops]</i></p> <p><u>Things to complete:</u></p> <p>15. Connect with graduating alumni to update display board</p>
April	<p><u>Events/Projects:</u></p> <p>9. Update Bulletin Board with graduating MSS alumni</p> <p><u>Things to complete:</u></p> <p>16. Meet with SCCE to reflect on year progress and create goals for next year</p>



OBJECTIVES:

Open & Active Communication with SCCE Office	
Description/ Current State	The SCCE Office offers a plethora of resources and hosts numerous events throughout the year. As such, it is integral to have open channels of communication with the SCCE and MSS in order to communicate events, workshops and other opportunities students can access in order to maximize turnout, outreach and impact.
Goal	<ul style="list-style-type: none"> - Arrange regular bi-weekly or monthly meeting with SCCE to discuss monthly plans and requires action - Be transparent regarding goals and events - Promote SCCE events via MSS and vice versa - Active communication (virtual or in person) will be key - Virtual communication can get slow but sending follow-ups is important
Long Term Implications	Establishing active channels of communication will make it easier for future cooperation on events and allow both partners to maximize their outreach to the student body. This year will probably be slow since this is a new position, but ultimately it will set up the SCCE and MSS relationship for future years of success.
Partners	<p>Hannah Rose - Career development and relationship manager roseh4@mcmaster.ca 905-525-9140 ext. 22730 BSB 127</p> <p>Katheryne Stewart - Career development and relationship manager stewak17@mcmaster.ca 905-525-9140 ext. 27012 BSB 127</p>



Collaboration with SCCE Office Events	
Description/ Current State	The SCCE Office hosts numerous panels, workshops, seminars and events that prepare students in the department of science for the workforce and outside world. As such, collaborating with the SCCE to host these events and integrating MSS into these initiatives will be mutually beneficial for both parties to maximize turnout, outreach, awareness, and impact.
Goal	<ul style="list-style-type: none"> - Promote SCCE events via MSS and vice versa - Host regular meeting to be aware about SCCE office monthly plans and to find areas of collaboration - Potential areas of collaboration include workshop series and career week - Active communication (virtual or in person) will be key - Virtual communication can get slow but sending follow-ups is important
Long Term Implications	The SCCE Office has many resources that will be beneficial for science students. As such, collaborating to host events will prove beneficial to maximize turnout, improve outreach and leave a bigger impact on the student body. Additionally, given that the SCCE Office has a wide database of existing alumni and speakers, it will prove beneficial to forge connections to utilize at future MSS events like Quantum Leap and Symbiosis.
Partners	<p>Hannah Rose - Career development and relationship manager roseh4@mcmaster.ca 905-525-9140 ext. 22730 BSB 127</p> <p>Katheryne Stewart - Career development and relationship manager stewak17@mcmaster.ca 905-525-9140 ext. 27012 BSB 127</p>



EVENTS & PROJECTS

Quantum Leap	
DATE	March 23, 2024
PURPOSE	Hosting a conference/panel discussion in order to educate students in science about unique and non traditional career pathways.
PROCEDURE	<ul style="list-style-type: none"> - plan events leading up to conference - source guest speakers - plan workshops - promotion
DIFFICULTIES	Acquiring unique guest speakers and planning creative workshops
PARTNERS	Determine via SCCE Office Quantum leap coordinator will hire subcommittee and Careers coordinator will assist
PROJECTED OUTREACH	N/A
BUDGET	TBD

Symbiosis	
DATE	Late October
PURPOSE	Provide a networking opportunity for undergraduate students to speak with students in research.
PROCEDURE	<ul style="list-style-type: none"> - connect with students in research who would be willing to come - organize schedule and location - promotion
DIFFICULTIES	Finding enough research students, catering costs
PARTNERS	Volunteer Coordinator, SCCE Office
PROJECTED OUTREACH	N/A
BUDGET	TBD



Career Display Board	
DATE	Fall Term
PURPOSE	Offer a visual space to display alumni in science, current aspirations of undergraduate students, and post resources for mentorship & involvement opportunities.
PROCEDURE	<ul style="list-style-type: none"> - acquire space for display - plan design - get alumni contacts from SCCE - get materials, organize display items - installation and maintenance
DIFFICULTIES	Finding alumni contact information
PARTNERS	SCCE office and Arts Director
PROJECTED OUTREACH	N/A
BUDGET	\$50

Career Workshop Series	
DATE	Fall & Winter Term (4 total - 2 in Winter, 2 in Fall)
PURPOSE	Offer a series of 4 workshops that focus on resume building, how to get research opportunities, panel guest speakers for grad school and summer opportunities.
PROCEDURE	<ul style="list-style-type: none"> - confirm dates with SCCE and book rooms - plan itinerary for workshops - book guest speakers and panelists
DIFFICULTIES	Finding panelists and speakers, booking room, catering
PARTNERS	SCCE office, Volunteer Coordinator
PROJECTED OUTREACH	N/A
BUDGET	TBD