



Burnside Hall, Room 1B21, 805 Sherbrooke St. W., Montréal, QC H3A 2K6

APPOINTED POSITIONS PACKAGE

Hello! Thank you for your interest in applying to a SUS appointed position! Once you find one or multiple positions that you would like to apply to, please fill out the application template: SUS Appointed Positions Application Fall 2025. Once you have filled it out, please send the applications to the responsible portfolio's email:

- President: <u>president@susmcgill.ca</u>.
- VP Academic: <u>academic@susmcgill.ca</u>.
- VP Communications: communications@susmcgill.ca.
- VP External: external@susmcgill.ca.
- VP Finance: finance@susmcgill.ca.
- VP Internal: internal@susmcgill.ca.
- VP Sustainability: <u>sustainability@susmcgill.ca</u>.
- Science Senator: <u>sciencesenator@ssmu.ca</u>

The extended deadline to submit an application is September 12, 2025 at 11:59 pm.

For Clubs and Services

If you are interested in a SUS Club or Service, please reach out to their email directly instead of filling out the Application document.





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President Portfolio

First-Year Undergraduate Science Society (FUSS)

FUSS is the departmental council for all first year science students at McGill with the goal of implementing events and services for their constituency. FUSS is a great way to develop leadership skills and give back to the first year science community. Positions are only available to students in their first year at McGill including both those coming in U0 and U1. There are seven positions available on FUSS.

FUSS Co-Presidents (2 positions)

Plan meetings and vision for the year. Support the other Executives and their initiatives. Act as the primary spokesperson of FUSS.

FUSS VP Academic (1 position)

Plan, coordinate, and organize academic events and activities for FUSS. Includes Meet Your Major, wine and cheese, and other events.

FUSS VP Communications (1 position)

Write bi-weekly Listserv (newsletter), take minutes at all FUSS meetings, and maintain FUSS social media and website.

VP External (1 position)

Represent FUSS to all external bodies and agencies in order to secure external sponsorships and sources of revenue for FUSS. Represent FUSS when planning events outside of McGill. Attend SUS General Council on behalf of FUSS and provide an update of the department's activities. Assume the duties of the President in the case of prolonged absence, bereavement, illness, or incompetence.

FUSS VP Finance (1 position)

Advise Council on financial policy and approve reimbursements and expenses, maintain and prepare the financial records of FUSS. Develop the annual budget in compliance with



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SUS policies. Liaise with the SUS VP Finance to ensure FUSS finances are in line with SUS policies.

FUSS VP Internal (1 position)

Ensure a good relationship between FUSS and all first year students in science. Primary planner of first year science student social events in cooperation with other Executives related to those events and the whole team.



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Accountability Coordinators (4 positions)

The Accountability Coordinators:

- are responsible for assisting with accountability concerns brought to the attention of the Accountability Commissioner.
- work with both the Accountability Commissioner and the SUS Equity Team to consult on accountable practices, distribute resources, and resolve conflicts within the organization.

Assets:

 Communication, conflict resolution, and working within emotionally-demanding scenarios with an objective viewpoint are great assets for this position.

Equity Coordinator (3-4 positions)

The Equity Coordinators:

• are responsible for launching and leading initiatives and projects that aim to enhance equity for students in the Science community, both internally to the SUS and in external projects. They are general members of the Equity Committee.

Assets:

• Knowledge of and dedication to upholding anti-oppression and harm-reduction frameworks is an asset, as well as knowledge of and experience with survivor-based and trauma-informed practices.

Indigenous Affairs Commissioner (1 position)

The Indigenous Affairs Commissioner is responsible for overseeing the Indigenous Affairs mandate of the SUS. This includes:

- creating awareness on issues of Truth and Reconciliation;
- providing reports to the SUS on the needs of Indigenous students;
- advocating for integration of Indigenous Knowledge Systems within the Faculty of Science; and
- creating other independently-led projects that fall within the Indigenous Affairs mandate.

Preference will be given to Indigenous students. This position receives a stipend.



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Involvement Restriction Policy (IRP) Committee Members

The Involvement Restriction Policy Committee:

- reports directly to the SUS Equity Commissioners;
- aid in the implementation of the All-Faculty Involvement Restriction Policy (IRP);
- Provide input to the equity commissioners in making decisions and leading investigations into equity complaints.
- Committee members deal with confidential information which is highly sensitive, emotional, and nuanced.

Requirements and assets:

- Familiarity with the All-Faculty IRP is an asset and being able to perform well under stressful and emotional scenarios while maintaining an objective viewpoint.
- Knowledge of and dedication to upholding anti-oppression and harm-reduction frameworks is necessary.
- Knowledge of and experience with survivor-based and trauma-informed practices is an asset.





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VP Academic Portfolio

Academic Events Committee Members (4-6 positions)

Committee description:

The Academic Events Committee is responsible for synthesizing, planning, and running innovative academic-oriented events throughout the year. These can include but are not limited to science-related symposiums, seminars, talks, skills workshops, networking events, and competitions, on topics that can include but are not limited to careers and pathways in science, modern research and how students can get involved, hearing about work done by McGill faculty members and alumni, strengthening CV, interview, and study skills, a roadmap of professional school admission tests, and more. The purpose of such events should be to inform and involve students in the acquisition of relevant academic skills and knowledge. Attendance at meetings are mandatory, with commitment to the position starting at the beginning of the Fall 2026 semester and lasting year-round.

Academic Resources Committee Members (5 positions)

Committee description:

• The Academic Resources Committee is responsible for the creation and dissemination of useful information related to students' academic matters. This can include but is not limited to the semesterly 'Know Your Academic Rights' campaign, a study tips, locations, and resources series, information on resources provided by McGill that may aid students with their academic endeavors, such as specific software and database access, information on accessing advisors, and more. They are also responsible for maintaining the SUS Syllabus Repository.

Leo Yaffe Prize Committee (4 alternates)

This committee recommends a science professor for the Leo Yaffe Award for Excellence in Teaching. This award is given out for outstanding teaching and training of undergraduates in the Faculty of Science. The committee is composed of Science Faculty members and four student members, two of which are alternates. Alternates are used in the case that a candidate professor has taught one of the student committee members, resulting in a conflict of interest. The Leo Yaffe Prize Committee meets once towards the end of the academic year. Attendance is mandatory.



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VP Communications Portfolio

SUS Photography Service (3 positions)

The SUS provides its departmental councils and volunteer committees an on-call photography service for documenting all the amazing events planned by students for students. Year-round time commitment (on-call). Please provide a portfolio of past photographs with the application. This position is paid \$20 per hour of photography.

Graphic Designer (2 positions)

The SUS is looking for two experienced Graphic Designers to create graphics and visual media for promoting SUS events and services, including but not limited to logos, posters, website graphics, and social media graphics. Year-round time commitment, starting in the summer. Work over the summer (i.e. graphics for First-Year Handbook, Science Orientation Week, etc.) can be done remotely if necessary.

Please provide a portfolio of past graphic design projects with the application. This position receives a stipend of \$350 at the end of the academic year.

French Translator (2-3 positions)

The SUS is looking for 2-3 French speakers to translate the content of the weekly listservs that are sent to all Science and Arts and Science constituents. Year-round commitment, starting in September. Written french skills is required. This position receives a stipend of \$100 per semester.

Constitutional Affairs Committee Members (3 positions)

This committee exists for the creation and revision of the Constitution and all other related documents of The Society. This committee will act as an advisory body for departments and clubs of The Society with regards to modifying or replacing their constitutions and by-laws.



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Public Relations (PR) Committee (2 directors, 4 coordinators)

This committee is tasked with the job of promoting events, services, and new initiatives presented by the SUS via social media, other online platforms, and in-person campaigning.

Director tasks:

- Report directly to VP Communications but will collaborate with other Executive members depending on the promotional activity.
- Responsible for chairing the committee and ensuring the tasks of coordinators are completed (see below).
- Previous experience in PR is an asset.

Coordinator responsibilities:

- Duties include promotional activity through both online and in-person campaigning platforms and may potentially include conducting student consultation for the SUS.
- Report directly to the Public Relations Directors and the VP Communications.



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VP External Portfolio

Sponsorships Committee (1 director, 6 coordinators)

The SUS Sponsorship committee will consist of the VP External, sponsorship directors, and sponsorship coordinators. The committee will aim to secure sponsorships for events hosted by SUS committees and SUS affiliated clubs and services if they request, and will help with Frosh sponsorships over the summer. The committee will be a year-long commitment and applicants are expected to be punctual, professional, and self-motivated. Work will start this summer, so applicants must be responsive over email, Facebook or Slack.

Director responsibilities:

- Oversee the operation of the committee, report back to VP External with plans and progress bi-weekly.
- Strong background in sponsorship or communication is preferred.
- Responsible not only to lead the team but also help teammates who are less experienced with drafting sponsorship emails and attending meetings.
- French spoken and written skills are a great asset.
- Time management, leadership, autonomy required.

Coordinator responsibilities:

- Report directly to sponsorship directors.
- Responsible for the direct communication and coordination between sponsors
- and the committee.
- French spoken and written a great asset.
- Time management, team work, self-motivation required.



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After Hours Coordinators (4 positions)

The SUS After Hours committee will consist of an After Hours directors, and After Hours coordinators. The After Hours initiative is aimed to create a stronger sense of community within the science faculty. The committee is responsible for co-hosting social bonding events with departmental societies on a weekly or bi-weekly basis. This year, the committee will be responsible for the planning and potential implementation of a science bar. The committee will be a year-long commitment and applicants are expected to be organized and self-motivated.

After Hours Coordinators:

- Report directly to the After Hours director.
- Are responsible for the direct communication and coordination between departmental student council and the committee.

Role requirements and assets:

- Event planning and good communication are great assets.
- Time management, teamwork, strong organization skills required.



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Clubs and Services Committee (1 director, 2 coordinators)

This committee is responsible for overseeing the integration of student clubs, services, and other initiatives into the SUS. The C&S committee will consist of the VP External, two C&S Directors and four committee members. This coming year, the committee will be responsible for receiving and reviewing applications for clubs and services to affiliate with SUS, maintaining a budget to fund clubs, and advertising clubs and services under our portfolio to the general science student body.

Director Information:

- The C&S Director position sets the tone and structure for the committee.
- The Director works closely with the VP External of the SUS and with Clubs and Services directly to ensure that the Committee works to support them in their projects and needs.
- The director oversees new applications and the process of registering clubs and services under the SUS.
- Previous experience with SUS Clubs and Services or with the committee will be favoured.

Coordinator information:

- Interested in the C&S Committee, but worry you don't have the experience or knowledge for the role, look no further, as here is your perfect introduction!
- For those who have strong communication and organization skills and want to become more involved in the SUS, the C&S Committee is the perfect place to become more knowledgeable, gain critical skills, and share your passions with the SUS!
- Those who wish that clubs were advertised more, who have experience with budgeting, and are looking for somewhere to get more involved with the SUS should strongly consider joining the C&S Committee as a Committee Member!



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GC Clubs Representatives (2 positions)

Have you been on a SUS club this year and thought "I wish that my concerns and ideas, and those of other clubs, could be brought to the SUS and see real action taken!", then take a look in the mirror, and you might see the future GC Club Representative looking back! Raising concerns, ideas, and comments of the clubs of the SUS are critical to a healthy community, and you will help fill that niche (yes, it's a biology reference - we're the SUS after all). By attending GC meetings, reporting back to those you represent, and ensuring all voices are heard, you will help make the clubs and services an even better aspect of the SUS for everyone. Those with strong communication skills, experience on an SUS club, and an interest in championing ideas are a perfect fit for this role!



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VP Finance Portfolio

Head Bookkeeper (1 position)

The head bookkeeper:

- Works closely with the SUS VP Finance to oversee the bookkeepers and the reimbursement processes of the SUS.
- Handles all tasks related to bookkeeper as well as serves as the first point of contact for all bookkeeping issues.

Previous experience with SUS Bookkeeping is an asset. This position receives a stipend of \$500 per semester.

Bookkeepers (3 positions)

- Manages reimbursements for SUS executive committees and departments.
- Employs Quickbooks and SparcBlock to securely ensure that all SUS groups are reimbursed promptly.
- Strong organizational skills are preferred.
- This position receives a stipend of \$300 per semester.
- Ideal candidates will be available throughout the year to stay on top of their responsibilities and respond to tasks promptly, supporting quick turnarounds.

SUS Finance Committee Members (4 positions)

Information:

- The SUS Finance Committee will ensure that SUS financial operations are running smoothly.
- This role is malleable as it can be adjusted to better suit the interests of committee members and the needs of the VP Finance, and it is a great opportunity for students interested in SUS's financial affairs to gain experience.
- Ideal candidates will be eager to learn, ready to collaborate, and have good organizational and communication skills.



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VP Internal Portfolio

Science Internal Committee (SIC) (2 directors, 10-15 Coordinators)

The Science Internal Committee (SIC) was created with a focus on social events scattered throughout the year to foster Science and Arts & Science relationships.

Director Information:

- The SIC Directors will oversee the Science Internal Committee and lead the planning and execution of events.
- Directors are responsible for setting the overall vision for the year, coordinating the efforts of the SIC Coordinators, and ensuring smooth logistics and communication within the team.
- Strong organizational skills, initiative, and leadership experience are assets.
- Preference will be given to applicants enrolled in either a BSc. or a BA.&Sc.

Coordinator Information:

- The Committee Members will work as a team to create events throughout the year.
- Executive members will be in charge of the organization and the facilitation of multiple events to promote inter-program interactions.
- Preference will be given to applicants enrolled in either a BSc. or a BA.&Sc.



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VP Sustainability Portfolio

Charity Week Committee

We are seeking motivated, community-oriented students to help us this year. Coordinators will be responsible for organizing events, arranging sales, and raising awareness for the community organization/charity. Strong interpersonal, time management and organizational skills are required.

Charity Week Committee Director (1 position)

- Report directly to the VP Sustainability.
- Responsible for chairing the Charity Week committee and ensuring all tasks are completed.
- Encourage departmental councils and McGill clubs to participate in the SUS Charity Week.

Charity Week Committee Coordinator (10 positions)

- Report directly to SUS Charity Week Director.
- Organize events and sales for fundraising and outreach purposes.
- Event fundraising, planning and executing.
- Raise awareness for a community organization or charity.



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Mental Health Committee (MHC)

The SUS Mental Health Committee is responsible for evaluating the efficiency and effect of on-campus activities pertaining to students' mental health, especially towards science undergraduate students. The committee focuses on researching mental health programs, policies, and solutions among North American universities, analyzing the status quo, and improve/create more events for students to learn about mental health and how to deal with it.

MHC Director (1 position)

- Report directly to SUS VP Sustainability.
- Responsible for leading the SUS Mental Health Committee and ensuring the tasks of the MHC Coordinators are completed.
- Primary liaison for external mental health organizations/ groups on campus and in the Montreal community.
- Oversee the planning and execution of MHC events. Ensuring smooth logistics and communication within the team.
- Passion towards student mental health and advocacy is required.
- Strong leadership skills, organizational skills, and a background in event planning is an asset.

MHC Coordinator (8 positions)

- Report to Mental Health Directors and VP Sustainability.
- Responsible for researching mental health issues, policies and activities among North American Universities.
- Evaluate on-campus organizations for students' mental health and provide suggestions.
- Offer and organize new ideas and projects for the committee to undertake.
- Planning and execution of mental health committee events and projects.
- Passion towards student mental health is absolutely required.
- Background in mental health groups or experience, research, and event planning is an asset.

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Science Undergraduate Society of McGill University

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MHC PR Coordinator (1 position)

- Report to Mental Health Directors and VP Sustainability.
- Responsible for overseeing the MHC Committee's awareness campaigns and other advertisement or communications-related initiatives.
- Responsible for managing MHC's social media accounts and creation of promotional content.
- Previous experience in PR, creativity, and design skills is an asset.

MHC First-Year Representative (2 positions)

- Report to Mental Health Directors and VP Sustainability.
- Offer and organize new ideas and projects for the committee to undertake.
- Planning and execution of mental health committee events and projects.
- Passion towards student mental health and first-year representation is required.
- Act as a liaison between the committee and the first-year community. Provide feedback to MHC regarding resources/their accessibility, further supports, and help plan events that would benefit first-year students.



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Social Sustainability Committee (SSC)

The SUS Social Sustainability Committee is responsible for enforcing inclusivity, promoting cultural diversity, and giving underrepresented groups a voice. The committee creates events, raises awareness about social injustice, and supports equity in the science community.

SSC Director (1 position)

- Report directly to SUS VP Sustainability.
- Responsible for leading the SUS Social Sustainability Committee and ensuring the tasks of the SSC Coordinators are completed.
- Oversee the planning and execution of SSC events. Ensuring smooth logistics and communication within the team.
- Passion for student advocacy and social justice.
- Strong leadership skills, organizational skills, and a background in event planning is an asset.

SSC Coordinator (8 positions)

- Report to Social Sustainability Directors and VP Sustainability.
- Advertise the events of the committee.
- Organize educational activities, support social justice movements, create events for science students to promote cultural inclusivity, and raise awareness about ongoing social injustice.
- Communicate the goals and purpose of the committee to the students in the Faculty of Science.



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SUS Environment Committee (SUSEC)

The SUS Environment Committee strives to foster a culture of environmental sustainability within SUS. SUSEC will also be responsible for ensuring that all SUS and departmental association events meet the highest sustainability standards by reporting their efforts through the McGill Sustainable Events certification program. SUSEC will also be responsible for coordinating environmentally-themed events and Green Week under the direction of the VP Sustainability.

SUSEC Director (1 position)

- Report directly to SUS VP Sustainability.
- Responsible for leading the SUS Environment Committee and ensuring the tasks of the Environment Coordinators are completed.
- Primary liaison for external environmental groups including SSMU and SUS General Council and departments.
- Strong background in event planning is an asset.

SUSEC Coordinator (8 positions)

- Report to Environment Directors and VP Sustainability.
- Responsible for communicating the goals and purpose of the environment committee to the students in the Faculty of Science.
- Propose new projects and ideas for SUSEC to undertake
- Organize the annual Green Week.
- Organize eco-friendly and environmentally themed events throughout the academic year.
- Table for SUSEC sales events.
- Monitor and aid SUS and departmental events in achieving McGill Sustainable Events certification.



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Science Senator Portfolio

Associate Senator (1 position).

- The Associate Senator will work closely with the Science Senator in the McGill Senate, advocating on behalf of the Science student body.
- A preference for First Year students (in either U0 or U1) but interested Second Year students (in either U1 or U2) are encouraged to apply as well.
- No prior knowledge of SUS or SSMU is required for this position, but applicants are expected to demonstrate an interest in gaining a deeper understanding of SSMU and McGill Senate.
- This role will help you get acquainted with the operations of the McGill Senate meetings, Student Senate Caucus meetings, SSMU Legislative Council meetings, SUS Executive meetings and individual meetings with professors and administrators.



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SUS Clubs and Services

In addition to the SUS positions associated with executive members of the SUS Council, many Clubs and Services have status granted by the SUS. If you have an idea for a new club or service for science students, or if you are interested in the work of an existing club or service, this is the place for you. Below you can find information to contact and possibly get involved with SUS Clubs and Services.

Starting Your Own Club Or Service

Do you have an idea for a SUS club or service and you have a vision to put it together? Then look no further than the SUS to provide you some tools to get started. You can find information on how to start your own club or service using the following form: https://docs.google.com/forms/d/e/1FAIpQLSeYtvLY_LDtv7P928fUZhIZbaYByml_o2dNCUu1R1WtJaX4Bg/viewform?usp=header

Bridge to Campus

- Description:
 - Bridge to Campus aims to provide free mentorship resources to Canadian students in rural communities, helping them transition seamlessly to university life. Many of our mentors and executives share a rural background, granting them insight into the challenges of accessing personalized guidance on their academic journey. For McGill students, we offer the opportunity to engage with a community of peers passionate about making higher education more accessible.
- Email: mcgill@bridgetocampus.net



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Compete McGill

- Description:
 - Compete McGill is devoted to helping students push their limits in Computer Science and Software Engineering. While we do send teams to represent McGill competitively, our main goal is to train any student, regardless of skill level and prior knowledge - whether their purpose is to compete, to get a job or just to have some fun!
- Email: compete.mcgill@gmail.com

McGill Artificial Intelligence Society

- Description:
 - We make AI more accessible by hosting bootcamps and workshops that give students the opportunity to learn about AI in a peer-based, supportive environment. We want to make AI fun and welcoming. Our initiatives focus on giving participants the opportunity to meet others interested in AI.
 Montreal is one of the world's leading AI hubs. Through our hackathon, learnathon, and industry events, we help connect McGill students with Montreal's AI ecosystem.
- Email: mcgillaicontact@gmail.com

McGill International Physicists' Tournament Club (MIPT)

- Description:
 - The MIPT's goal is to provide students at McGill with the experience of doing their own research independently. This is an especially good opportunity for U0, U1 and U2s to develop their critical thinking, problem-solving and research abilities without needing to apply/be accepted into competitive research positions. Our club strives to have a mix of different students (not necessarily just physics students) such that we have unique and different perspectives on how to approach our problems!
- Email: mipt.physics@mcgill.ca



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McGill Quantitative Research Club

- Description:
 - At McGill Quantitative Research (QR), we focus on giving students hands-on experience in areas directly relevant to careers in quantitative finance. Our members will work on real-world quant research projects, applying techniques in algorithmic trading, data science, financial engineering, and risk management. We emphasize practical applications of these skills by enabling students to publish their findings and present them to industry professionals for actionable feedback. This not only helps students refine their work but also opens doors for potential job opportunities.
- Email: info@mcgillqr.com

McGill Science Undergraduate Research Journal (MSURJ)

- Description:
 - When the McGill Science Undergraduate Research Journal (MSURJ)
 launched in Fall 2005 as a student-run initiative to promote and support
 undergraduate research, it was one of North America's first peer-reviewed
 journals devoted to undergraduate work. The journal offers undergraduate
 students from any university the unique opportunity to publish their
 findings to the McGill research community.
- Email: msurj.sus@mail.mcgill.ca

McGill Women in Computer Science (McWiCS)

- Description:
 - The McGill Women in Computer Science club is committed to fostering a
 welcoming and inclusive community for women, trans, and non-binary
 individuals interested in technology. Our goal is to empower our members
 to explore and excel in all aspects of computing-related fields, from software
 engineering to data science to UX/UI design and beyond.
- Email: team@mcwics.com



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Medical Direction

- Description:
 - Medical Direction (MD) serves as the official pre-medical society of McGill University. Our aim is to enhance the experiences of students interested in a career in medicine so that they can make an informed and educated decision, as well as to provide a supportive community for pre-med and pre-healthcare students at McGill.
- Email: medicaldirection@gmail.com

SUS Peer Tutoring

- Description:
 - SUS Peer Tutoring is a 100% free, volunteer-based tutoring service. This program relies on gracious volunteers to tutor students that sign up with us. You can be sure of your tutor's skill, as they have achieved at least an A- in the course they are tutoring! In addition to matching tutor and tutee, we also organize group tutorials and review sessions. All you need to do is fill out a quick form and you'll be matched up as soon as possible. Hurry though, tutors run out quickly!
- Email: suspeertutors@gmail.com

SynBio

- Description:
 - SynBio Collective (SBC) is a laboratory mentorship and training program that offers passionate undergraduate students the opportunity to gain wet lab research experience and theoretical knowledge in a welcoming lab environment and at a price affordable to the student body. We all know that research opportunities are slim for undergraduate students, especially those without prior experience; thus, with SBC, we aim to increase accessibility and foster motivation towards the world of research for the next generation of scientists.
- Email: synbiocollective@gmail.com



Burnside Hall, Room 1B21, 805 Sherbrooke St. W., Montréal, QC H3A 2K6

Computer Task Force (CTF) [Service]

Description:

- The McGill Science Computer Taskforce (CTF) is a student volunteer-run organisation on McGill campus.
- We offer a variety of technological services to students at McGill.
- We are best known for our free printing service and laptop lending program, but we offer a variety of other services for students and student groups on campus.

Email: ctf.science@mail.mcgill.ca