BUS TRIPS ASSISTANT
Fall/Winter 2017-18
JOB POSTING

SUMMARY:
The assistant will accompany a group of international students and other members of Queen’s international community to bus day-trips that provide newcomers and other participants with the opportunity to have a fun safe travel and social experience while getting familiar with some parts of Canadian culture, history and/or geography. Activities include: bus trips to Toronto, Niagara Falls and Ottawa, and a visit to the Cataraqui Conservation Area (five trips are scheduled overall).

NUMBER OF POSITIONS: 2
ELIGIBILITY: Applicants must hold a Work-Study Entitlement
www.queensu.ca/studentawards/financial-assistance/work-study-program
Position is open to Queen’s students (international students are encouraged to apply)

WORK PERIOD: Between late August/September 2017 and March 2018 (100 hours approx.)
Coordinators must be available on the following dates:
  • 2016: Sept 2, Sept 23, Oct 1
  • 2017: Feb 3, Mar 18

DUTIES AND RESPONSIBILITIES:
  • Travel and act as main person of responsibility on bus trips
  • Ensure good organization
  • Ensure safety of participants
  • Assist in promotion of bus trips and other QUIC events
  • Make logistical arrangements if necessary
  • Take trip photos for promotional purposes
  • Organize and supervise activities when applicable
  • Collect feedback and submit reports

REQUIRED SKILLS:
  • Experience organizing student events, trips, or group activities
  • Excellent communication, interpersonal skills, and intercultural skills
  • Organization skills
  • Time management skills
  • Ability to work independently and exercise sound judgement

SUPERVISOR: Student workers will report to the QUIC International Programs Assistant.

DEADLINE TO APPLY: Sunday, August 13, 2017

HOW TO APPLY:
Please e-mail your resume and cover letter that outlines:
  • Your motivation to work with the QUIC
  • Any previous experience with organizing students events, trips or group activities

Email your application to m.badmos@queensu.ca with position title in subject line.