CONVERSATION GROUP FACILITATOR
Job Posting for Students at Queen’s University

DEPARTMENT: Queen’s University International Centre
WORK PERIOD: January - March 2018 (25 hours)
APPLICATION DEADLINE: Tuesday, December 12, 2017

JOB SUMMARY:
Under the supervision of the English Conversation Program Coordinator, the student worker will facilitate eight weekly sessions of the English Conversation Group at the International Centre. The candidate must be available on Thursdays; sessions run weekly between mid-January and end of March, 5:30 - 7:00 pm on Thursdays at the QUIC. Rate of pay: $14.60/hr. Students in the Work Study Program are welcome to apply. Work is not required during the time period reserved for Faculty of Education Practicum or for other study program placements; some dates may be negotiable.

Expected time commitment: 8 - 9 sessions, 1.5 hours each. Estimated weekly preparation time for each session: 1 hour.

Program Description: The English Conversation Program participants are Queen’s international students (undergraduate and graduate), post-doctoral fellows, international visiting researchers, and their spouses/partners. Sessions aim at increasing fluency and confidence in conversational English, along with some cultural learning and social connections that may ease the transition for those who recently joined the Queen’s community.

DUTIES AND RESPONSIBILITIES:
- Facilitate weekly sessions of the Conversation Group on designated dates (Thursdays, 5:30 - 7:00 pm)
- Work effectively with the Program Coordinator to prepare the outline/content for each session
- Prepare learning activities, including language games
- Ensure safe and engaging learning environment in each session
- Oversee proper use of facilities, including furniture set up
- Assist in program promotion
- Support program volunteers
- Collect feedback and submit program report at the end of term

REQUIRED SKILLS:
- Experienced facilitator (experience is required)
- Fluent in English with clear speech
- Excellent communication, interpersonal & organizational skills
- Strong facilitation skills with ability to energize and engage participants
- Experience with instructing adults, ability to apply some principles of adult Learning
- Some knowledge of ESL teaching principles and experience teaching ESL would be an asset
- Ability to contribute to content development (learning activities, language games etc.)
- Professionalism: Strict adherence to program guidelines at all times
- Team player: Ability to work as part of a team and co-facilitate with others
- Appreciation of diversity and respect towards cultural differences
- Some intercultural experience and awareness

APPLICATION PROCESS:
Please apply by email to QUICELS@queensu.ca with “Conversation Group Facilitator” in the subject line. Submit a resume and cover letter, describing your skills relevant to the position and your motivation to work in the program.