RISK & RESPONSIBILITY PROGRAM ASSISTANT
Job Posting

DEPARTMENT: Queen’s University International Centre quic.queensu.ca

WORK PERIOD: Spring-Summer (May 1 – August 31)
and/or Fall-Winter (September 1 – April 30)

SUPERVISOR: International Programs Adviser

ELIGIBILITY: Applicants must hold a Work-Study Entitlement
www.queensu.ca/studentawards/financial-assistance/work-study-program

RATE OF PAY: $12/hour (includes vacation pay)

APPLICATION DEADLINE:
 Spring-Summer Position - Wednesday, April 5, 2017
 Fall-Winter Position - Wednesday, August 16, 2017

JOB SUMMARY:
Under the direction of the International Program Adviser (IPA), the Risk & Responsibility for Study Abroad Program Assistant will provide administrative support in the review of Off-Campus Activity Safety Policy (OCASP) - Safety Planning Records (SPRs), as well as administrative support for the Emergency Support Program (ESP).

The Risk & Responsibility Program Assistant may be scheduled to work 8-10 hours per week:
- Summer - June-August
- Fall/early-Winter - September-February

The Centre practices affirmative action in favour of Queen’s international students.

DUTIES AND RESPONSIBILITIES:
- Assist the IPA in the intermediate review of OCASP SPR records submitted for signature by the Person in Authority using established criteria;
- Assist the IPA with preparing reports, presentations, updates to website, as required;
- Adhere to strict confidentiality rules as required.

SKILLS REQUIRED:
- Respect for people whose social, religious, or political background may be different from your own;
- Patience, tact, and discretion in giving/taking information or messages to/from visitors to the Centre;
- Clear voice, accuracy and attention to detail, as well as patience and tact when using the Centre phone;
- Computer competency in MS Word, MS Access, MS Excel, and MS Outlook would be an asset;
- Knowledge of the Queen’s University International Centre and its operations would be an asset.
- Incumbent must be able to work carefully and with great consistency. Since health and safety of faculty, staff and students is at stake, accuracy is essential.
- Incumbent must be able to work in a confidential environment.

APPLICATION PROCEDURE:
Please submit a resume and letter of application that includes:
- Any familiarity with the operation of the Queen’s University International Centre;
- Confirmation that you have applied for (and been approved) for the work study bursary program;
- Two references (contact information only).

Please e-mail your application to cl4@queensu.ca