

# CONVERSATION CIRCLE FACILITATOR

## Job Posting for Students at Queen's University

**DEPARTMENT:** Queen's University International Centre & the An Clachan (Community Housing/Residence Life)  
**WORK PERIOD:** Weekly, February to April (25 hours)  
**DEADLINE TO APPLY:** Sunday, January 21st, 2018

### JOB SUMMARY:

This is a pilot project/joint venture with the QUIC and An Clachan (Community Housing/Residence Life). Under the supervision of the English Conversation Program Coordinator from QUIC and the An Clachan Community Coordinator, the student staff will facilitate 10 weekly 1-hour sessions of the English Conversation Group at An Clachan, near West Campus. The student must be available for all 10 sessions. Some dates may be negotiable. Rate of pay is \$14.60/hour. Estimated weekly preparation time: 1 hour, plus preparation of a final report and meetings from time to time with program coordinator(s). The English Conversation Program participants are adult residents of An Clachan including international students (undergraduate/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, social connections, and community building to create a sense of belonging.

**Location:** An Clachan is an off campus housing apartment complex for Queen's students and their families. The address is 17 Van Order Drive Unit 6-102. An Clachan is a 20-minute bus ride from main campus or a 5-minute drive. It is located at the corner of Sir John A. MacDonald Blvd. and Norman Rogers Drive/Van Order Drive.

### DUTIES AND RESPONSIBILITIES:

- Facilitate weekly sessions of the Conversation Group on designated dates
- Work effectively with the Program Coordinator(s) to prepare content outline for each session
- Prepare learning activities, including language games
- Ensure safe and engaging learning environment for each session
- Collect participant feedback and submit program report at the end of the term
- Communicate regularly with the QUIC Program Coordinator and An Clachan Community Coordinator

### REQUIRED SKILLS:

- Experienced facilitator (experience required)
- Fluent in English with clear speech
- Excellent communication, interpersonal and organizational skills
- 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 when needed
- Appreciation of diversity and respect towards cultural differences
- Some intercultural experience and awareness
- Successful candidate must provide a CPIC and Vulnerable Sector Report

### BENEFITS OF THE POSITION:

- Excellent opportunity for intercultural learning to build your intercultural competence
- Skills development: facilitation, listening and providing feedback
- Satisfaction from helping others to have a positive experience in our community

### APPLICATION PROCESS:

Please apply by email to [QUICELS@queensu.ca](mailto:QUICELS@queensu.ca) with "Conversation Circle 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.