SOCIAL ACTIVITIES COORDINATOR
FOR THE QUIC WORLD LINK PROGRAM

DEPARTMENT: Queen’s University International Centre (QUIC)

WORK PERIOD: September 2018 – March 2019

ELIGIBILITY: Any student currently enrolled at Queen’s University may apply. Work-Study Program Entitlement is encouraged but not required.

RATE OF PAY: $14.60/hour. Total of 100 hours (approximately).

APPLICATION DEADLINE: Monday, March 19, 2018 (12:00 pm/noon)

JOB SUMMARY:
The World Link Program at Queen’s University International Centre (QUIC) is an intercultural program that promotes learning, sharing, acceptance, and celebration of diverse cultures within the Queen’s community. Under the supervision of the International Student Advisor, the student worker is responsible for leading the World Link (WL) volunteers in planning social and cultural activities (e.g. games nights, movie nights, potluck dinners) that promote interaction & cultural learning between international, exchange and domestic students in the Queen’s community.

Evening and weekend work may be required.

DUTIES AND RESPONSIBILITIES:
- Leading and supporting the team of WL volunteers;
- Planning and delivery of WL social events (incl. scheduling, room booking, some food preparation);
- Ensuring event participants are engaged in activities;
- Building a respectful inclusive rapport with attendees;
- Ensuring proper completion of housekeeping tasks (incl. kitchen and hall set-up and clean-up);
- Overseeing effective promotion of program events;
- Promoting communication between student groups and QUIC (incl. social media);
- Complete brief report on each activity;
- Assist in program evaluation;
- Other duties as needed.

SKILLS REQUIRED:
- Excellent interpersonal communication and organizational skills;
- Skills related to team work (in the context of working with volunteers);
- Strong facilitation skills with the ability to energize and engage others;
- Desire to learn and further develop transferable leadership skills;
- Experience with events organization, scheduling, promotion and project planning;
- High level of involvement in campus community, student networks/clubs/groups;
- Passion for intercultural learning and desire to develop own intercultural competence;
- Some level of understanding the challenges related to students’ cultural transition;
- Ability to exercise good judgment and work independently when needed;
- Interest in language learning and in current world affairs;
- Respect for people whose social, religious, or political background may be different from your own;
- Media, web, presentation and graphic design skills and experience are considered an asset.
POSITION BENEFITS:
- Receive training from QUIC;
- Become part of extended international community at Queen’s;
- Develop transferable communication and intercultural skills in a professional setting;
- Develop facilitation and leadership skills;
- Access professional development opportunities with Queen’s Student Affairs;
- Develop social media and promotional skills, including outreach to student clubs/groups;
- Positively contribute to Queen’s community;
- Support your peers’ transition to Queen’s and to Canada;
- Meet new people from all over the world; expand your personal network;
- Learn about international education in Canada.

APPLICATION PROCEDURE:
Please submit your resume and a letter of application that include:
- Your relevant skills and experience;
- Your involvement on campus and in international/intercultural groups;
- If you are taking part of the Work Study Program, please submit a confirmation that you have applied (and been approved) for the Work Study Program http://careers.queensu.ca/students/services-students/employment-programs;
- Two references (contact information only).

Please e-mail your application to QUIC@queensu.ca by 12:00 pm/noon Monday, March 19, 2018. Specify the job title in the Subject Line of your email message.