

QUIC STUDENT ASSISTANT FALL 2018

- DEPARTMENT:** Queen's University International Centre (QUIC)
- WORK PERIOD:** Two options are available, depending on your availability in late summer:
- **OPTION A:** Start date August 22 (with QUIC Welcome and Orientation Program)
 - **OPTION B:** Start date September 10 (without QUIC Welcome and Orientation Program)
- 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; approximately 80-95 hours per term (min. 2.5-5 hrs/week, with possibility of additional hours during orientation and events).

APPLICATION DEADLINE: June 10, 2018

JOB SUMMARY:

The QUIC student staff will assist with the QUIC Fall Orientation Program and with the Fall term QUIC Student Engagement Activities which include daytime/evening/weekend events (supervisors: QUIC Programs Coordinator and QUIC International Student Advisor), and QUIC Daily Operations / Front Office/ Front Desk, Monday-Friday 8:30am-4:30pm (supervisor: QUIC Front Office Administrator).

DUTIES AND RESPONSIBILITIES:

- Receive and welcome international and Canadian students/ groups and visitors to QUIC;
- In a team and individually, provide information and directions to students and visitors;
- Answer general inquiries and UHIP health insurance inquiries (walk-in and phone calls);
- Assist in various social activities (e.g., movie nights, games nights, community lunches and potluck dinners);
- Provide housekeeping support (including kitchen, hall and lounge set-up and clean-up);
- Contribute to planning and facilitating social networking events (may provide some leadership opportunities);
- Promote communication between student groups and QUIC;
- Continuously promote QUIC events/programs on social media and in student networks;
- Assist with planning, marketing and supervising various QUIC bus day-trips (may include day travel to Niagara Falls, Toronto, Ottawa and local areas);
- Lead campus tours of services related to Student Affairs units;
- Other duties as required in support of international student programming related to a sense of belonging, social & academic transition, and wellness.

SKILLS REQUIRED:

- Excellent verbal communication skills;
- Facilitation skills, with the ability to energize and engage others;
- Experience with events organization, scheduling, promotion and project planning;
- Involvement in campus community and student networks/clubs;
- Desire to learn and further develop transferable leadership skills;
- Accuracy, patience, tact and discretion in providing information and directions;
- Ability to adhere to strict confidentiality rules as required;

- Some knowledge of Student Affairs support services, student government, and campus/Kingston;
- Some intercultural skills, experience and awareness;
- Respect for people whose social, religious, or political background may be different from your own.

POSITION BENEFITS:

- Receive training from QUIC;
- Become part of extended international community at Queen's;
- Welcome new international students to Queen's campus;
- 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;
- Learn more about how the university supports students;
- Support your peers' transition to Queen's and to Canada;
- Meet new people from all over the world; get to know new student groups;
- Learn about international education in Canada.

HOW TO APPLY:

Please submit your resume and a letter of application that include:

- Clear statement about when you can start working (are you applying for option A or option B);
- Your relevant experience;
- Your involvement on campus and in international/intercultural groups;
- Your understanding of the importance of orientation programs and student support services;
- **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 (program details are posted at <http://careers.queensu.ca/students/services-students/employment-programs>);
- Two references (contact information only).

Please e-mail your application to QUIC@queensu.ca by June 10, 2018 the latest. State the *job title* in the email Subject Line.