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

DEPARTMENT: Queen’s University International Centre
APPLICATION DEADLINE: Sunday, June 10, 2018

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. Sessions run between mid-September and mid-December on Thursdays, 5:30 – 7:00 pm. Note: work is not required during the time period reserved for Faculty of Education Practicum.

Expected time commitment: 8 sessions, 1.5 hours each. Estimated weekly preparation time for each session: 1 hour. QUIC ELS Program participants are Queen’s international students (undergraduate or graduate), post-doctoral fellows, international visiting researchers, and their spouses/partners.

The rate of pay is $14.60/hour which includes vacation pay.

DUTIES AND RESPONSIBILITIES:
• Facilitate weekly sessions of the ELS Conversation Group on designated dates (Thursdays, 5:30 – 7:00 pm)
• Work effectively with the Program Coordinator to prepare the outline and content for each session
• Prepare learning activities, including language games
• Ensure safe and engaging learning environment in each session
• Assist in promotion of the program
• Support program volunteers; work effectively with the volunteers in the Group
• 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 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 skills, experience and awareness
• Some understanding of challenges related to newcomer transition

APPLICATION PROCESS:
Please apply by email to QUICELS@queensu.ca with “Conversation Group Facilitator” in the subject line.
Submit your resume and detailed cover letter with the following:
  a. Describe your experience that is most relevant to the position
  b. Explain what motivates you to work at the International Centre