



CONVERSATION GROUP FACILITATOR

Job Posting for Students **at Queen's University**

DEPARTMENT: Queen's University International Centre
WORK PERIOD: Sept. 13 – Oct. 4; Nov. 22 – Dec. 13, 2018 (25 hours approx., with some flexibility)
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