



**QUIC WORLD LINK
SOCIAL ACTIVITIES COORDINATOR
2025-26**

- DEPARTMENT:** Queen's University International Centre (QUIC)
- WORK PERIOD:** May 2025 - April 2026
- ELIGIBILITY:** Queen's University Student
Must be currently enrolled for Winter 2025 term and continuing studies in Fall 2025.
Work-Study Program Entitlement is encouraged but not required.
- RATE OF PAY:** \$17.20/hour
20 hrs/week on average May-August
10 hrs/week on average September-April
Some evening and weekend work may be required.

APPLICATION DEADLINE: February 1, 2025

JOB SUMMARY:

The World Link Program at the Queen's University International Centre (QUIC) promotes learning, sharing, acceptance, and celebration of diverse cultures within the Queen's community. Under the supervision of the QUIC Staff, the World Link Social Activities Coordinator is responsible for leading the World Link Ambassadors and volunteers in planning social and cultural activities (e.g. games nights, movie nights, potluck dinners, trivia nights) that promote interaction & cultural learning between international, exchange and domestic students in the Queen's community. The World Link Social Activities Coordinator will participate in the planning and running of the QUIC Welcome and Orientation Program, including social sessions, evening activities and downtown walks.

DUTIES AND RESPONSIBILITIES:

- Leading and supporting the team of World Link Ambassadors and volunteers;
- Planning and delivery of World Link social events (incl. scheduling, some food preparation);
- Develop connection with campus groups to develop collaborative events/joint programming;
- Ensuring event participants have a positive engaging experience;
- Building a respectful inclusive rapport with participants;
- Promoting communication between student groups and QUIC (incl. social media);
- Overseeing effective promotion of program events, including social media;
- Ensuring proper completion of housekeeping tasks during events (kitchen and hall set-up and clean-up);
- Assisting in program evaluation;
- Other duties as needed.

WHAT IS REQUIRED:

- International student, or a domestic student with international experience;
- Excellent interpersonal, communication, teamwork and organizational skills;
- Experience with event organization, scheduling, promotion and project planning;
- Strong facilitation and presentation skills with the ability to energize and engage others;

- Desire to learn and further develop transferable leadership skills;
- Media, promotional writing and graphic design skills and experience;
- Ability to work independently when needed;
- Understanding of the challenges related to students' cultural transition;
- Ability to exercise sound judgment;
- Experience working or volunteering at QUIC considered an asset;
- Involvement in campus community, student networks/clubs/groups considered an asset.

POSITION BENEFITS:

- Supporting international students' transition to Queen's and to Canada;
- Strengthen your communication and intercultural skills in a professional setting;
- Develop marketing and promotional skills;
- Gain further experience in project management and event planning;
- Access professional development opportunities;
- Strengthen your transferable facilitation and leadership skills.

HOW TO APPLY:

Please email your resume and cover letter to sh42@queensu.ca, with "WL Coordinator" in the subject line. In your cover letter outline your motivation to work with the QUIC, and any relevant experience and skills you may have. Only those selected for an interview will be contacted.

Include the following in your application:

1. Student Number
2. Year and Program of Study
3. Registration Status (self-identification as International Student or Domestic Student)

If you are taking part of the **Work Study Program**, please be ready provide a confirmation that you have applied for the [Work Study Program at Queen's](#)

In order to address the unique needs and concerns of international students, this opportunity is open primarily to qualified individuals who self-identify as international students and temporary residents who hold a valid study permit. This initiative follows the provisions of a special program and special employment as outlined by the [Ontario Human Rights Commission](#). Domestic students with international experience may apply.

Queen's University is committed to employment equity and diversity in the workplace and welcomes applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ+ community and others who reflect the diversity of Canadian society.

Queen's University is situated on the traditional Anishinaabe and Haudenosaunee territory.
We are grateful to be able to live, learn and play on these lands.