



QUIC STUDENT ASSISTANT SUMMER 2019 WORK STUDY JOB POSTING

DEPARTMENT: Queen's University International Centre (QUIC)

WORK PERIOD: Spring-Summer (May 1 – August 31)

SUPERVISOR: Front Office Administrator

ELIGIBILITY: Applicants must be currently enrolled at Queen's University and hold Queen's Work-Study Entitlement. For Work Study Program Information please see <https://careers.queensu.ca/faculty-staff/hire-student/work-study-program>

RATE OF PAY: \$14.60/hour (includes vacation pay); approximately 60 – 80 hours

APPLICATION DEADLINE: March 17, 2019

JOB SUMMARY:

The Students Assistants will be responsible for completing various tasks related to Welcome Desk, QUIC Front Office, UHIP inquiries, assistance with QUIC programs, events and services and International Centre housekeeping. QUIC Student Assistants are generally scheduled for 1-2 shifts/week Monday-Friday (4-hour afternoon shifts: 8:30am-12:30pm or 12:30pm-4:30pm). There will be additional half or full day shifts available which may include some after-hours shifts (evenings/weekends).

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;
- Clear voice, accuracy and attention to detail;
- Some experience in welcome/reception, administrative duties and/or housekeeping;
- Patience, tact, and discretion in giving/taking information or messages to/from visitors to the Centre;
- Ability to adhere to strict confidentiality as required;
- Facilitation skills with the ability to energize and engage others;
- Involvement in campus community and student networks/clubs;
- Knowledge of the International Centre and its operations would be an asset;
- Experience with event planning, scheduling, organization and promotion would be an asset;
- Some knowledge of Student Affairs support services;
- Some intercultural skills, experience and awareness;
- Respect for people whose social, religious, or other background may be different from your own;
- Desire to learn and further develop transferable skills.

POSITION BENEFITS:

- Receive training from QUIC;
- Become part of extended international community at Queen's;
- Welcome new International Students to Queen's campus;
- Support your peers' transition to Queen's and to Canada;
- Meet new people from all over the world; get to know student groups/clubs/associations;
- Develop transferable communication and intercultural skills in a professional setting;
- Develop social media and promotional skills;
- Learn more about how the university supports students;
- Learn about diversity and inclusion at Queen's;
- Learn about international education in Canada;
- Access professional development opportunities with Queen's Student Affairs;
- Develop transferable facilitation and leadership skills.

HOW TO APPLY:

Complete the QUIC Job Application Form and upload your Cover Letter and Resume at:

https://queensu.qualtrics.com/jfe/form/SV_558xVMVCsQx7jxz

You must be taking part of the Work Study Program in order to apply for this position. You may be asked to submit a confirmation to QUIC that you have applied (and been approved) for the Work Study Program at Queen's – program details are posted at <http://careers.queensu.ca/students/services-students/employment-programs>).

If you have any questions, please contact QUIC at quic@queensu.ca.