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

DEPARTMENT: Queen’s University International Centre (QUIC)  
WORK PERIOD: September 12 - December 5, 2019  
RATE OF PAY: $14.60/hour; approximately 24 - 30 hours overall

APPLICATION DEADLINE: March 17, 2019

JOB SUMMARY:

The International Centre is looking for an experienced student facilitator to assist in weekly sessions of the English Conversation Program. The sessions run at the QUIC on Thursdays, 5:30 – 7 pm. Each session includes 30+ international participants and 10+ peer student volunteers; learning activities are typically delivered in small groups. The Program participants are Queen’s international students (undergraduate or graduate), post-doctoral fellows, international visiting researchers and spouses/partners.

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 on designated Thursdays.

Note for Faculty of Education applicants: The work schedule may be adjusted depending on your Practicum.

Expected Time Commitment:
Minimum of 8 weekly sessions on designated dates between September 12 and December 5, 2019.
The sessions are 1.5 hours each and take place on Thursdays, 5:30 – 7 pm.
Estimated preparation time for each session: 1 - 2 hours with some flexibility.

DUTIES AND RESPONSIBILITIES:

- Facilitate weekly sessions of the ELS Conversation Group on designated 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, practice sheets and discussion topics;
- Strict adherence to program guidelines at all times;
- Ensure safe and engaging learning environment in each session;
- Support program volunteers; work effectively with the volunteers in the Group;
- Collect feedback and submit program report at the end of term.

SKILLS REQUIRED:

- Strong facilitation skills (experience is required) with the ability to energize and engage participants;
- Fluent in English with clear speech;
- Excellent verbal communication, interpersonal & organizational skills;
- Experience with instructing adults, ability to apply principles of Adult Learning;
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- Some knowledge of EAL teaching principles/experience teaching EAL would be an asset;
- Ability to contribute to content development (learning activities, language games etc.);
- Ability to work as part of a team, support program volunteers 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;
- Involvement in campus community and student networks/clubs would be an asset;
- Knowledge of the International Centre and its operations would be an asset.

POSITION BENEFITS:

- Receive training from QUIC;
- Become part of the extended international community at Queen’s University;
- 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;
- 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.

HOW TO APPLY:

Complete the QUIC Job Application and upload your Cover Letter and Resume at https://queensu.qualtrics.com/jfe/form/SV_558xVMVCsQx7ixz

- Participation in Queen’s Work Study Program is not required. If you are taking part of the Work Study Program, you may be asked to submit a confirmation that you have applied (and been approved) for the Work Study Program at Queen’s. Please see https://careers.queensu.ca/faculty-staff/hire-student/work-study-program for program details.

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