



## 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.

<b>Expected</b>	<b>Time</b>	<b>Commitment:</b>
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\\_558xVMVCsQx7jxz](https://queensu.qualtrics.com/jfe/form/SV_558xVMVCsQx7jxz)

- 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](mailto:quic@queensu.ca).