

## QUIC STUDENT ASSISTANT FALL/WINTER 2019-20

- DEPARTMENT:** Queen's University International Centre (QUIC)
- WORK PERIOD:** Two options are available, depending on your availability in late summer:
- **OPTION A:** Start date August 21 (with QUIC Welcome and Orientation Program)
  - **OPTION B:** Start date September 9 (after Orientation - first week of classes)
- ELIGIBILITY:** Any student currently enrolled at Queen's University may apply.  
Work Study Program Entitlement is encouraged but not required.
- RATE OF PAY:** \$14.60/hour; approximately 160-190 hours (minimum 2.5hours/week with the possibility of additional hours during Orientation and events).
- APPLICATION DEADLINE:** March 17, 2019

### JOB SUMMARY:

The QUIC Student Staff will assist in QUIC daily operations (Welcome Desk, Front Office, UHIP) Monday-Friday 8:30am-4:30pm. In addition, the student staff will assist with QUIC Orientation Program (Option A) and with the Fall/Winter terms student engagement activities (Option A or B) which may include daytime/evening/weekend events.

### DUTIES AND RESPONSIBILITIES:

- Receive and welcome international and Canadian students 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 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, delivery and promotion would be an asset;
- Some knowledge of Student Affairs support services;
- Some intercultural skills, experience and awareness;
- Respect for people whose 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 Campus; meet people from around the world;
- Support your peers' transition to Queen's and to Canada;
- Develop transferable communication and intercultural skills in a professional setting;
- Develop social media and promotional skills;
- Learn more about how the university supports students;
- Get to know student groups/clubs/associations;
- 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:

Please complete the QUIC Job Application Form and upload your Cover Letter and Resume to:  
[https://queensu.qualtrics.com/jfe/form/SV\\_558xVMVCsQx7jxz](https://queensu.qualtrics.com/jfe/form/SV_558xVMVCsQx7jxz)

**Note:** 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 <http://careers.queensu.ca/students/services-students/employment-programs>

If you have any questions, please contact QUIC at [quic@queensu.ca](mailto:quic@queensu.ca).