



**QUIC WORLD LINK
SOCIAL ACTIVITIES COORDINATOR
FALL/WINTER 2019-20**

DEPARTMENT: Queen's University International Centre (QUIC)
WORK PERIOD: September 2019 - April 2020
ELIGIBILITY: This is a student position.
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.
Evening and weekend work may be required.

APPLICATION DEADLINE: March 17, 2019

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 International Student Advisor, the student worker is responsible for leading the World Link (WL) 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.

DUTIES AND RESPONSIBILITIES:

- Leading and supporting the team of WL volunteers;
- Planning and delivery of WL social events (incl. scheduling, some food preparation);
- Building a respectful inclusive rapport with participants;
- Ensuring event participants have a positive experience and are engaged in activities;
- Ensuring proper completion of housekeeping tasks (incl. kitchen and hall set-up and clean-up);
- Promoting communication between student groups and QUIC (incl. social media);
- Overseeing effective promotion of program events;
- Completing brief report after each activity;
- Assisting in program evaluation;
- Other duties as needed.

SKILLS REQUIRED:

- Excellent interpersonal, communication and organizational skills;
- Skills related to team work (team of volunteers);
- High level of involvement in campus community, student networks/clubs/groups;
- Experience with events organization, scheduling, promotion and project planning;
- Strong facilitation skills with the ability to energize and engage others;
- Desire to learn and further develop transferable leadership skills;

- Passion for intercultural learning and desire to develop own intercultural competence;
- Interest in language learning and in current world affairs;
Some level of understanding the challenges related to students' cultural transition;
- Ability to exercise sound judgment;
- Ability to work independently when needed;
Respect for people whose social, religious, or political background may be different from your own;
- Media, web, presentation and graphic design skills and experience are considered an asset.

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:

Please complete the QUIC Job Application Form and upload your cover letter and resume at
https://queensu.qualtrics.com/jfe/form/SV_558xVMVCsQx7jxz

If you are taking part of the **Work Study Program**, please be ready provide 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>