Volunteer with the Income Tax Clinic at the Queen’s University International Centre!

STUDENT VOLUNTEER POSITION:
Income Tax Volunteer (UFile Forms Assistant)

DEADLINE TO APPLY: November 30, 2019

ABOUT THE PROGRAM:
In winter 2020 the QUIC, in collaboration with Canada Revenue Agency (CRA), hosts an annual tax preparation clinic. As part of this service volunteers prepare income tax and benefit returns for international students at Queen’s who may be reporting a modest income in a simple tax situation.

The Tax Clinic will run from March to April, Tuesdays to Thursdays, three days a week at the QUIC in Mitchell Hall. Volunteers work in one-hour shifts scheduled between 9:00 am - 12 noon, or 1:00 pm – 4:00 pm.

POSITION SUMMARY:
- Help international students submit tax returns using the UFile software;
- Ensure all formalities and concepts are fully explained to international students during their appointment;
- Attend mandatory training as required;
- Other duties as assigned.

WE ARE LOOKING FOR VOLUNTEERS WHO ARE:
- Fluent in English with clear speech and strong communication skills;
- Preferably in a study program related to accounting, business, finance, economics, or math;
- Curious, open-minded and with appreciation for diversity and respect towards cultural differences;
- Wanting to increase their intercultural skills, experience and awareness;
- Able to understand some of the challenges related to newcomers’ transition;
- Experience with U-File is an asset.

BENEFITS OF VOLUNTEERING:
- Gain valuable experience and knowledge of the Canadian Tax Return system;
- Develop skills such as communication, empathy, facilitation, helping others to learn;
- Get involved on Campus, give back;
- Gain satisfaction from creating a positive experience in our community.

HOW TO APPLY:
Please apply by email to QUIC@queensu.ca. Submit your resume and cover letter with the following:
   a. Describe your experience that is most relevant to the position;
   b. Explain what motivates you to volunteer at the International Centre.

Thank you!