QUIC ENGLISH CONVERSATION GROUP FACILITATOR
FALL 2020

DEPARTMENT: Queen’s University International Centre (QUIC)

WORK PERIOD: September 17 - December 3 2020

ELIGIBILITY: Queen’s University Student enrolled for Fall 2020 term.
Work-Study Program Entitlement is encouraged but no required.

RATE OF PAY: $14.60/hour
28 - 30 hours during Fall term

APPLICATION DEADLINE: March 15, 2020

JOB SUMMARY:
The International Centre is looking for an experienced student facilitator to assist in weekly sessions of the English Conversation Program under the supervision of the Program Coordinator. The sessions run at the QUIC on Thursdays, 5:30 – 7 pm. Each session includes 30+ international participants and 15+ peer volunteers; learning activities are typically delivered in small groups. The Program participants are Queen’s University international students (undergraduate or graduate), post-doctoral fellows, international visiting researchers and spouses/partners.

Expected Time Commitment: Minimum of 8 weekly sessions on designated dates. The sessions are 1.5 hours long. The estimated preparation time for each session is 1 - 2 hours with some flexibility. Note for Faculty of Education applicants: The work schedule may be adjusted (to some extent) depending on your Practicum Fall 2020 dates.

DUTIES AND RESPONSIBILITIES:

- Facilitate weekly sessions of the English Conversation Group;
- Work effectively with the Program Coordinator to prepare content for each session in advance;
- Prepare activities, including language games, audio visuals, practice sheets and discussion topics;
- Ensure safe, inclusive and engaging learning environment in each session;
• Work effectively with the program volunteers; follow program guidelines.
• Collect feedback and submit program report at the end of term.

SKILLS REQUIRED:
• Fluent in English with clear speech;
• Excellent communication skills with ability to engage, encourage and motivate others;
• Strong facilitation skills (experience is required) with the ability to energize and engage participants;
• Experience in facilitating games and other learning activities;
• Experience with instructing adults, ability to apply principles of Adult Learning;
• Ability to work as part of a team, support program volunteers and co-facilitate with others;
• Ability to contribute to content development (language and culture learning activities);
• Appreciation of diversity and respect towards cultural differences;
• Some understanding of challenges related to newcomer transition;
• Involvement in campus community and student networks/clubs would be an asset;
• Experience working or volunteering at QUIC considered an asset;
• Some knowledge of EAL teaching principles/experience teaching EAL would be an asset.

POSITION BENEFITS:
• QUIC Staff Training;
• Support international students’ transition to Queen’s and to Canada;
• Meet new people from all over the world and become part of the extended international community at Queen’s University;
• Strengthen communication and intercultural skills in a professional setting;
• Learn more about how the university supports students;
• Learn about diversity and inclusion at Queen’s.

HOW TO APPLY:

Email your resume and cover letter to Hanna.Bathurst@queensu.ca with ‘English Conversation Program Facilitator’ in the subject line. Only those selected for an interview will be contacted.

Include the following in your application:
1. Student Number
2. Level of Study (Undergrad, Masters, PhD)

If you are taking part of the Work Study Program, please be ready provide a confirmation that you have applied for the Work Study Program at Queen’s:
http://careers.queensu.ca/students/services-students/employment-programs.