DEPARTMENT: Queen’s University International Centre (QUIC)

WORK PERIOD: May 2020 - April 2021

ELIGIBILITY: Queen’s University Student. Must be currently enrolled for Winter 2020 term and continuing their studies in Fall 2020. Work-Study Program Entitlement is encouraged but not required.

RATE OF PAY: $14.60/hour;
25 – 30 hrs from May 2020 – Sept 2020
8 – 10 hrs from Sept 2020 – April 2021
Evening and weekend work may be required.
Additional hours may be required for Training and Orientation.

APPLICATION DEADLINE: March 15, 2020

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 World Link Social Activities Coordinator is responsible for leading the World Link Ambassadors and 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. The World Link Social Activities Coordinator will participate in the planning and running of the QUIC Welcome and Orientation Program, including information sessions, evening activities and downtown tours.

DUTIES AND RESPONSIBILITIES:

- Leading and supporting the team of World Link Ambassadors and volunteers;
- Planning and delivery of World Link social events (incl. scheduling, some food preparation);
- Develop connection with campus groups (DSA, Student Governments) to develop joint programming;
- 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, including social media;
• Assisting in and developing program evaluations;
• Other duties as needed.

SKILLS REQUIRED:

• Excellent interpersonal, communication and organizational skills;
• Skills related to teamwork;
• 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;
• Some level of understanding the challenges related to students’ cultural transition;
• Ability to exercise sound judgment;
• Ability to work independently when needed;
• Media, web, presentation and graphic design skills and experience are considered an asset.
• Experience working or volunteering at QUIC considered an asset;
• Involvement in campus community, student networks/clubs/groups considered an asset.

POSITION BENEFITS:

• QUIC Staff Training;
• Support international students’ transition to Queen’s and to Canada;
• Strengthen communication and intercultural skills in a professional setting;
• Develop marketing and promotional skills;
• Build project management and event planning skills;
• Access professional development opportunities within Queen’s Student Affairs;
• Strengthen transferable facilitation and leadership skills.

HOW TO APPLY:

Email your resume and cover letter to Amanda.Gray@queensu.ca. 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