DEPARTMENT: Queen’s University International Centre (QUIC)

WORK PERIOD: August 24, 2020 - April 2021

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

RATE OF PAY: $14.60/hour; 4 hrs/week
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 (WL) Ambassadors will participate in the planning and facilitating 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 Ambassadors will work closely with the World Link Volunteers.

DUTIES AND RESPONSIBILITIES:

- Assist in the 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);
- Support the promotion of WL events/activities through personal networks;
- Assisting in collecting program evaluation;
- Other duties as needed.

SKILLS REQUIRED:

- Excellent interpersonal, communication and organizational skills;
- Skills related to teamwork;
Experience with event organization;
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;
Working or volunteering at QUIC considered an asset.

POSITION BENEFITS:

- Receive training from QUIC;
- Support international students’ transition to Queen’s and to Canada;
- Develop communication and intercultural skills in a professional setting;
- Develop marketing and promotional skills;
- Access professional development opportunities within Queen’s Student Affairs;
- Develop 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 applications:
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 (and been approved) for the Work Study Program at Queen’s: http://careers.queensu.ca/students/services-students/employment-programs.