WORK PERIOD(S): Fall - Winter 22-23

ELIGIBILITY: Queen’s University Student - must be enrolled for Fall-Winter 2022 Work-Study Program - entitlement is required

RATE OF PAY: $15/hour (includes vacation pay); approximately 60 –100 hours (minimum 3.5 hours/week with additional hours available for events)

APPLICATION DEADLINE: July 29, 2022

JOB SUMMARY: The QUIC Student Assistant is a member of the student team who assist in the daily operations at QUIC (Monday-Friday 8:30am-4:30pm) which includes: Front Office Welcome/Reception, monitoring QUIC emails, Health Insurance (UHIP) support, and set-up/close-up. The student team also assists with various QUIC programs, events and services (which may include additional daytime, evenings and weekend shifts).

DUTIES AND RESPONSIBILITIES:
• Receive and welcome international and Canadian students and visitors to QUIC;
• In a team and individually, provide information and directions to students and visitors;
• Answer general and UHIP health insurance inquiries (online, walk-in and phone calls);
• Provide housekeeping support (including kitchen, hall and lounge set-up and clean-up);
• Assist with various QUIC programs, workshops and social events (with leadership opportunities);
• Continuously promote QUIC events/programs on social media and in student networks;
• Other duties as required in support of international student programing related to a sense of belonging, social and academic transition, and student wellness.

SKILLS REQUIRED:
• Excellent verbal communication skills;
• Clear voice, accuracy and attention to detail;
• Some experience in welcome/reception, administrative duties and/or housekeeping;
• Patience, tact and discretion in giving/taking information to/from visitors to the Centre;
• Ability to adhere to strict confidentiality as required;
• Respect for people whose background may be different from your own;
• Desire to learn and further developtransferable skills;
• Involvement in campus community and student networks/clubs would be an asset;
• Knowledge of the International Centre and its operations would be an asset.
POSITION BENEFITS:
- Receive training from QUIC (job specific, on-line modules and intercultural)
- Become part of extended international community at Queen’s;
- Welcome new International Students to Queen’s and meet people from around the world;
- Support your peers’ transition to Queen’s and to Canada;
- Develop transferable communication, leadership and intercultural skills;
- Learn about diversity and inclusion at Queen’s;
- Access professional development opportunities within Queen’s Student Affairs.

HOW TO APPLY:
Complete the online QUIC Job Application Form and upload your Cover Letter and Resume:
QUIC Job Application Form
NOTE: only those selected for an interview will be contacted by QUIC

Required - Work Study Entitlement
You will be asked to submit confirmation to QUIC that you have applied (and have received approval) for a Work Study Entitlement – program details are available at:

“In order to address the unique needs and concerns of international students, this opportunity is open primarily to qualified individuals who self-identify as international students and temporary residents who hold a valid study permit. QUIC’s preference is given to applications received from international students. This initiative follows the provisions of a special program and special employment as outlined by the Ontario Human Rights Commission: http://www.ohrc.on.ca/en/your-guide-special-programs-and-human-rights-code

ADDITIONAL INFORMATION:
Cover Letter – in addition to telling us about why you would like to work at QUIC, we suggest that you include the following information (in bullet form) if applicable:
- (Example) Queen’s Involvement (Are you a member? Do you attend events?)
  ✓ AMS/SGPS Clubs
  ✓ Academic/Athletic Teams (include group/team/club names)
  ✓ Other groups/teams/clubs (include group/team/club names)
- (Example) QUIC Experience
  ✓ Use of QUIC Services? (Orientation, UHIP, ISA, ECG, or other?)
  ✓ Participation in Training/Information Workshops and/or Social Events?

Resume – in addition to your contact and education information, we suggest that you include the following information (in bullet form) if applicable:
- Previous Employment
  ✓ Queen’s University or Community
- Volunteer Experience
  ✓ Queen’s University or Community

Career Services - Resumes, CVs & Cover Letters:
https://careers.queensu.ca/students/looking-job/job-search-tools/resumes-cvs-cover-letters

Queens University is committed to employment equity and diversity in the workplace and welcomes applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ+ community and others who reflect the diversity of Canadian society.