



**QUIC WORLD LINK
SOCIAL ACTIVITIES COORDINATOR
2023-24**

DEPARTMENT: Queen's University International Centre (QUIC)

WORK PERIOD: May 2023 - April 2024

ELIGIBILITY: Queen's University Student.
Must be currently enrolled for Winter 2023 term and continuing studies in Fall 2023.
Work-Study Program Entitlement is encouraged but not required.

RATE OF PAY: \$15.60 (incl. vacation pay)/hour
25 hrs / wk from May 2023 - August 2023
10 hrs / wk from September 2023 - April 2024
Evening and weekend work may be required.

APPLICATION DEADLINE: March 23, 2023

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 QUIC Staff, 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.

WHAT IS REQUIRED:

- International student, or a domestic student with international experience;
- 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;
- Media, web, presentation and graphic design skills and experience;
- Understanding of the challenges related to students' cultural transition;
- Ability to exercise sound judgment;
- Ability to work independently when needed;
- 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:

Please email your resume and cover letter to sh42@queensu.ca, with "WL Coordinator" in the subject line. In your cover letter outline your motivation to work with the QUIC, and any relevant experience and skills you may have. 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)
3. Registration Status self-identification (International Student, Domestic Student)

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>

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. Domestic students with international experience may apply. 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](#).

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.

Covid -19 Considerations:

Activities/Events for the 2023-24 academic year may take place in person or online depending on the Ontario Public Health Regulations and University Guidelines.

Queen's University is situated on the traditional Anishinaabe and Haudenosaunee territory.
We are grateful to be able to live, learn and play on these lands.