QUEEN’S STUDENT EXPERIENCE OFFICE
EMPLOYMENT OPPORTUNITY

Position: Program Assistant

Term of Position: August 21st – September 8th, 2017
35 hours/week

September 11th to 25th, 2017
10 hours/week

Some non-traditional hours of work (e.g., evenings and weekends) may be required.

Remuneration: $14.00/hour

POSITION SUMMARY:

The Student Experience Office (SEO) at Queen’s aims to prepare and support students to achieve not only their personal, social, and academic goals, but also their professional and community aspirations. The SEO supports co-curricular learning and development by offering programs and services to orient students to university life, support their successful transitions into and through university, and encourage their leadership development and community engagement while at university.

Reporting to the Mentor Program Coordinator, the Program Assistant will have a primary focus on supporting student transition and development at Queen’s University. The Program Assistant will provide programming support to SEO programs and initiatives such as Q Success and other peer mentoring programs (e.g., Bounce Back and the Peer Mentor Program). They will also provide a student perspective to inform decision-making related to student life programs.

JOB DESCRIPTION

The Program Assistant will:

- Assist in the planning and implementation of mentorship programming, events and activities that aim to enhance the student experience and facilitate student success, including Q Success and other peer mentoring programs (e.g., Bounce Back and the Peer Mentor Program).
- Coordinate program logistics, including securing venues, arrange A/V and equipment, manage program registration, communicating with program partners, etc…
- Liaise with various Student Affairs partners, Faculty representatives, student clubs and groups, as well as campus and community organizations.
- Assist in the development and implementation of marketing and promotions strategies, including print and electronic communications.
- Participate in the development and implementation of social media campaigns aimed at connecting and engaging incoming first year students.
- Respond to questions and/or inquiries related to student life programs.
- Review research/best practices related to student transition and development programs.
• Provide administrative support to the Student Experience Office as needed.
• Document feedback and future recommendations for SEO programs.
• Additional duties as assigned.

JOB REQUIREMENTS

The Student Development Assistant must:

• Possess excellent interpersonal skills
• Be able to set work priorities to meet deadlines
• Possess excellent organizational skills
• Be able to exercise good judgment and sound reasoning
• Possess strong project management and event planning skills
• Demonstrate decision-making and creative problem-solving skills
• Have good oral and written communication skills
• Be knowledgeable about the University, its administrative processes, and the various programs and support services/resources that are available to students

HOW TO APPLY

If you are interested in applying for this position, please submit a cover letter and resume as one attachment by email to sara.ali@queensu.ca or in person at the Student Experience Office (JGUC Room 135). Applications are due at 5pm on August 8th, 2017. Only candidates who have been chosen for an interview will be contacted.

The position start date is August 21st, 2017.