**Kingston Conference on International Security**

**Position Available:**

**KCIS Intern**

- Assist with general conference communications, online promotion, information dissemination, and social media.
- Maintain mail lists, source contacts, organizations.
- Maintain social media presence for KCIS: Facebook, Twitter, Youtube.
- Collect information and assist with producing conference documentation.
- Take part in planning logistics, tracking documentation, and venue information.
- Perform on-site tasks, manage registration and participant information during the event.
- Coordinate after-conference activities: surveys, collection of papers, etc.

**Job Description**

**Qualifications**

Must be a current 2nd or 3rd year Queen’s student with an interest in political science, international affairs, or a related discipline.

**Commitment**

10 hrs/week (flexible schedule). More hours during conference times (May–June). Must be available for the entire year.

**Start/end dates:**


**Application Deadline:**

May 4th, 2019.

**Applications must include:** Resume, cover letter, and unofficial transcript

Applications may be emailed to CIDP@queensu.ca or dropped off at the CIDP office in Robert Sutherland Hall. Room 403. Between 9am–4pm.

Centre for International and Defence Policy, Robert Sutherland Hall, Suite 403 – 138 Union Street, Kingston, ON, Canada, K7L 3N6