



**Department of History, Queen's University**

DEPARTMENT OF HISTORY

**Job Title:** Graduate Student Alumni & Professional Development Assistant

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**Job Type:** Casual. Approximately 3 hours per week

**Position Length:** September 2022 – April 2023

**Location of Work:** Remote / In-person (Kingston, ON)

**Rate of Pay:** \$30/hr

**Job Description:** Reporting to the Program Manager: Strategic Planning and Curricular Initiatives, the Alumni & Professional Development (PD) Assistant will help develop and facilitate alumni outreach programming for the Department of History. We are seeking an outgoing and enthusiastic graduate student to help us reach our alumni and encourage their engagement with new initiatives. These initiatives will be supervised by the Program Manager and include an alumni podcast, a student mentorship program, and a social media campaign to showcase the variety of careers available to History graduates. The Alumni & PD Assistant will play an important role in building new alumni & professional development initiatives. The Alumni & PD Assistant will also be asked to research a variety of career opportunities for History students and help develop a professional development plan for undergraduate and graduate students. Professional development events will focus on transferable skills for current students and promote the career trajectories of students from the History BA, MA and PhD programs at Queen's University.

**Key Responsibilities**

- Conducting interviews with Queen's History Alumni
- Attending alumni and professional development events
- Creating content for the Department's Alumni and Careers web pages
- Facilitating professional development events and creating PD guides for current graduate students
- Other research and programming duties as assigned

**Qualifications:**

- Outgoing and professional personality
- Ability to work independently, with minimal supervision
- Access to stable internet and reliable computer for virtual interviews
- Willingness and ability to work evenings and weekends as required
- Video editing skills would be considered an asset

**Application Deadline:** September 23, 2022

**Application Instructions:** Please email your resume and cover letter to [history.chair@queensu.ca](mailto:history.chair@queensu.ca) and cc Jenn Lucas ([jenn.lucas@queensu.ca](mailto:jenn.lucas@queensu.ca)) by the application deadline.