

PROGRAM COORDINATOR POSITION
Studies in National and International Development
c/o Department of Global Development Studies
Queen's University, Kingston, ON CAN K7L 3N6

Studies in National and International Development (SNID) invites applications for the position of Program Coordinator. Candidates must be enrolled in a graduate program at Queen's University. This is a term appointment for the period of August 15, 2020 to April 15, 2021 with a possibility of renewal for the 2021-2022 academic year.

The University invites applications from all qualified individuals. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal peoples, persons with disabilities, and LGBTQ persons.

The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during this process, please contact: Barbra Lalonde via email at devsmngr@queensu.ca or by telephone at 613-533-6000, extension 77210.

As a graduate student employed as a Research Assistant, you are represented by the Public Service Alliance of Canada, Local 901, Unit 1. Research assistants at Queen's University are governed by the *Collective Agreement* between the Queen's University and the Public Service Alliance of Canada, Local 901, Unit 1, which is posted at <http://psac901.org/unit-1-collective-agreement-2018-2021/>

The successful candidate responsibilities will include but not be limited to website maintenance (working knowledge of HTML and/or WebPublish required); listserv management; virtual meeting (eg. Zoom) set-up and facilitation; social media networking; email correspondence; preparation and distribution of promotional materials; coordination of speaker logistics if and when applicable (travel plans, expense reimbursement, assistance with technology); and fundraising initiatives. The successful applicant will work under the supervision of two Queen's faculty members who serve as SNID Co-Chairs.

The Program Coordinator position runs from mid-August to mid-April each year, as some work is required in August in preparation for a September kick-off. In light of COVID-19, SNID will be hosting its seminar series virtually until it is possible to safely meet again in-person. SNID sessions are held Thursdays from 1:00 PM until 2:30 PM. The Program Coordinator **must** be available to attend weekly talks (whether they are virtual or in-person) and must be registered as a graduate student at Queen's University. The position is approximately forty (40) hours per month.

The deadline for applications is **11:59 PM EST on Monday July 20, 2020**. Applications should include a cover letter outlining the candidate's interest and qualifications in the position, a complete and current curriculum vitae, and a letter of reference from one (1) referee, as well as any other relevant materials the candidate wishes to submit for consideration.

Please arrange to have applications and supporting documentation sent directly to:

Ms. Barbra Lalonde, Department Manager
Department of Global Development Studies
Email: devsmngr@queensu.ca

The final appointment is subject to budgetary approval. Additional information about Studies in National and International Development can be found at <http://www.queensu.ca/snid/>