Employment Opportunity

Position: Development Programs Student Lead

Term: May 6 to August 23, 2024, 20 hours/week
Evening and weekend hours may be required

Please note this position has the potential to extend after the summer with a new contract, working September 2024 to April 2025 at 10 hours/week

Remuneration: $17.34/hour (plus 4% vacation pay)

Development Programs Student Lead
Position Description

Background:

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.

Job Summary:

Reporting to the Coordinator, Student Leadership and Development, the Student Lead, Development Programs will provide support with student development and leadership initiatives in the Student Experience Office and the Division of Student Affairs.

Student development and leadership initiatives within the Student Experience Office include: Leading a peer leadership facilitation team, developing the workshop series, workshops by request and online modules to student and campus groups, and supporting student leaders through consultations and through the ongoing development and promotion of an online Club Hub resource. The Student Lead will also be asked to provide support in training planning for orientation and other initiatives through the Student Experience Office.

The Student Lead, Development Programs will develop, collaborate and maintain partnerships within the Student Experience Office, Division of Student Affairs, across campus, and in Kingston in order to plan and deliver programming that aligns with the goals of the Student Experience Office’s student development and leadership programming.
Key Duties:

1. **Student Development**
   a. Support the development of leadership programming;
   b. Work with campus partners to guide session content and objectives;
   c. Ensure all programming is inclusive and accessible, and meets the diverse needs of students, faculty and staff;
   d. Develop online modules to support student growth and learning;
   e. Develop tools and templates that can be used to enhance student growth and learning.

2. **Event & Programming Support**
   a. Assist in planning the logistics of events and programming, including securing venues/event sites, coordinating logistics, arranging A/V and equipment, and preparing catering orders;
   b. Create and complete event runs, event layouts, volunteer responsibility descriptions, event planning forms, and other documents required to ensure events run smoothly;
   c. Coordinate event registration, including updating the event registration system, monitoring registration numbers, and communicating with registrants;
   d. Assist in the collection and analysis of event and programming assessments.

3. **Promotions**
   a. Support the implementation of marketing and promotional plans, including print and electronic communications (e.g. posters, website, social media, brochures, handouts);
   b. Participate in the development and implementation of social media campaigns aimed at connecting and engaging students, faculty and staff;
   c. Ensure all stakeholders are kept up to date on the progress of events relevant to them;
   d. Represent the Student Experience Office at information fairs and other events as required;
   e. Act as a contact for students, faculty and staff who have questions about events and programming.

4. **Departmental Administration**
   a. Attend staff meetings, one on ones, and other meetings as appropriate;
   b. Perform administrative tasks such as data entry and filing;
   c. Assist in the distribution and tracking of resources and other materials;
   d. Complete verbal and written reports in a timely manner;
   e. Write program reports following the completion of events and activities, including analyzing feedback and making recommendations for future years;
   f. Be knowledgeable of campus and community resources (including academic, social, safety, health, and others), and able to refer others when appropriate;
   g. Participate in ongoing professional development;
   h. Perform other duties as assigned.

Skills Required

The following skills and experience are essential:
• Have experience planning and implementing projects or events;
• Have experience facilitating workshops and delivering presentations;
• Be able to work independently and on a team with excellent interpersonal skills;
• Demonstrate strong project management and event planning skills, including mapping out complicated project plans, setting priorities, and meeting deadlines;
• Be able to exercise good judgment and sound reasoning;
• Demonstrate decision-making and creative problem-solving skills;
• Have strong oral and written communication skills;
• Be familiar with social media and other promotional tools;
• Demonstrate intercultural competence and a knowledge of equity, diversity, inclusion & Indigeneity principles.

Eligibility

The Student Lead must:
• Current full-time Queen's undergraduate student
• “Clear” Criminal Reference Check (CPIC) including Vulnerable Sector Check;
• Currently in good conduct and academic standing;
• Experience delivering workshops or facilitating discussion

Time Commitment

• This role will be expected to work primarily from the office on-campus for the duration of the contract with flexible remote work options available;
• Weekly hours are outlined below:
  o May 2024 - August 2024
    ▪ 20 hours per week, with occasional weekend and evening hours, including training (tentatively August 16th and 17th)
• The Development Programs Student Lead will be asked to establish office hours with supervisor at the beginning of the employment period.

Remuneration: $17.34 (plus 4% vacation pay)

Application Instructions: Apply via MyCareer; Job ID 142041. Applications are due February 13, 2024

Questions can be directed to Taylor MacPherson, Student Leadership and Development Coordinator at t.m.macpherson@queensu.ca.
We thank you for your application. Only those individuals who are selected for an interview will be contacted.

We are committed to employment equity and diversity in the workplace and welcome 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 LGBTQ2S+ community and others who reflect the diversity of Canadian society.