

Student Experience Office Employment Opportunity

Position: **Peer Facilitator, Lead, Include, Transform**

Term: Part-Time, September 3, 2024 – April 26, 2025

Evening and weekend hours are required.

Remuneration: \$16.55 per hour
(plus 4% vacation pay)

Program Description

Lead, Include, Transform (LIT) is a training developed in collaboration with the Division of Student Affairs and the Human Rights and Equity Office, as a part of a larger effort to make Queen's University more inclusive. The 1.5 hour training explores how oppression can be recognized on campus, reflection on privileges and positionality as well as intersectionality. This training equips students with tools to foster inclusive spaces.

Job Summary

Facilitators will lead interactive activities and guide conversations to engage participants throughout the training session. They will also provide session attendees with follow-up information and relevant resources to further their learning. During the year, LIT facilitators will be responsible signing up to facilitate open sessions that the program runs, as well as requested sessions that are scheduled for services and groups on campus.

Peer Facilitators will attend Train-the-Trainer sessions to become familiar with the program content and become equipped to answer questions and facilitate productive discussion and will collect session evaluation feedback from the participants to be reviewed by the Student Coordinators, SEO and SVPR Services in order to improve the program.

Applicants must be available for in-person facilitator training the weekend of September 7th and 8th.

Key Duties

Pre-workshop

- Attend Train-the-Trainer sessions;
- Plan delivery of workshop with assigned peer.

Workshop delivery

- Attend 15 minutes before start of workshop to set up and stay till 15 min after workshop;
- Start and end on time;
- Deliver workshop content as outlined, in confident and sensitive manner;
- Facilitate discussion where prompted, ensuring non-judgmental approach;
- Manage group dynamics;
- Answer questions where appropriate, indicate you will follow-up if more challenging;
- Offer and circulate appropriate resources and referrals;
- Distribute link to online assessment forms.

Post-workshop

- Attend meetings with the LIT Student Lead as required;
- Submit brief post-session facilitator reflections;
- Provide feedback on session content based on feedback , when requested.

General requirements

- Facilitate a minimum of 3 workshops per term;
- Be available to provide session support to Facilitators when necessary;
- Uphold the values of Queen's university including adhering to the Student Code of Conduct;
- Operate within the limits of training and expertise using peer-to-peer helping model;
- Maintain participant and peer confidentiality and privacy.

Skills Required

- Understanding of issues of intersectionality and multiple forms of oppression
- Interest in equity work, education, and advocacy
- Foundational understanding of Indigenization - Equity, Diversity, Inclusion, Anti-Racism, and Accessibility (I-EDIAA) frameworks
- Strong communication skills
- Strong presentation, public speaking and facilitation skills
- Reflective, patient, and empathetic
- Ability to foster a positive, respectful and inclusive learning environment
- Eagerness to learn
- Self-reflective, patient and empathetic;
- Conflict resolution and problem solving skills
- Base knowledge of Queen's campus resources

Eligibility

- Queen's student in good academic standing as defined by program
- Enrolled as a current, full-time undergraduate or graduate student for the duration of the contract;
- Flexible availability (Evening + Weekend presentations)

- Commitment to complete all required Train-the-Trainer sessions (including a full weekend in August), attend required team meetings, and sign-up to deliver training sessions.
- Ability to facilitate sessions in person on Queen's University campus

Remuneration: \$16.55 per hour (plus 4% vacation pay)

Application Instructions

Applications are due **Sunday March 3rd at 11:59 PM**

To apply, please submit a cover letter, resume, and a 200-word response to the following questions: Explain where social justice/anti-oppression fits into your lived experiences, work and/or beliefs. Applications can be submitted to the Student Experience Office at student.experience@queensu.ca with the subject line with the subject line "Application: LIT Peer Facilitator"

If you have any questions, please email 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.