## Employment Opportunity

**Position:** Student Lead, Off Campus  

**Term:** May 6 – September 9, 2024, 20 hours/week  
*Some 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)

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#### Off-Campus, Student Lead  

**Position Description**

**Background:**

The Student Experience Office (SEO) at Queen’s aims to prepare and support students to achieve their personal, social, and academic goals and professional and community aspirations. In addition, the SEO supports co-curricular learning and development by offering programs and services to orient students to university life. A goal within the SEO is to support their successful transitions into and through university.

**Job Summary:**

First-year students living Off-Campus are a key demographic that requires additional support in their transition. This role aims to support the development of the Off-Campus student community. The Student Lead, Off-Campus, will report to the Coordinator, Orientation and Transition in the Student Experience Office. The Student Lead, Off-Campus, will create and deliver initiatives to support first-year students living Off-Campus. This role will include hiring, volunteer onboarding, and all summer programming for incoming Off-Campus students. Summer programming will consist of workshops with campus partners, like the Off-Campus Living Advisor, and social events with peers and upper-year student leaders.

Key focus areas throughout the role: *Off-Campus student transition programming, support for summer outreach, webinars, and Social Media support tied to Off-Campus student community building.*
Key Duties & Role Distribution:

1. Event & Program Support (40%)
   • Assist in planning and logistics of events, including coordinating event logistics, sending meeting requests, creating Zoom invitations, booking venues, etc.
   • Create event runs, layouts, event-planning forms, and other documents required to ensure events run smoothly,
   • Create and execute work plans
   • Ensure all programming is inclusive and accessible and meets the diverse needs of the incoming class,
   • At the discretion of the Coordinator, Orientation & Transition liaises with various stakeholders, as well as other campus and community partners, to meet program needs,
   • Assist in the collection of event and programming assessments.

2. Leadership (30%)
   • Oversee the volunteer program, including recruitment, selection, training and scheduling of all volunteers.
   • Actively participating in SEO Training and additional development opportunities as assigned.
   • Update and distribute training materials and annual manuals for volunteers.
   • Run team meetings, create agendas and take minutes to share with volunteers.
   • Act as a role model for volunteers and colleagues in the SEO.

3. Administration & Student Transition Support (15%)
   • Be knowledgeable of campus and community resources (including academic, social, safety, health, and others) and able to refer others when appropriate.
   • Attend team meetings, one-on-ones with the supervisor, and other meetings as appropriate.
   • Perform administrative tasks such as minute-taking, data entry and Planner management.
   • Assist in the distribution and tracking of resources and other materials.
   • Complete verbal and written reports on time
   • Write program reports following the completion of events and activities.

4. Promotions & Communication (15%)
   • Support the implementation of marketing and promotional plans, including electronic communications (e.g. monthly newsletter, social media),
   • Participate in the development and implementation of social media campaigns aimed at connecting and engaging Off-Campus students,
   • Manage the online community for Off-Campus Students using social media and other assigned communication tools like Rafr,
   • Represent the Student Experience Office at information fairs and other events as required.

Skills Required:

The following skills and experience are essential:
   • Have experience planning and implementing large projects, large-scale events, or digital
event planning.
• Have knowledge about the experiences of new students and the transition supports available; experience working with programming for new students an asset (e.g. Don, peer mentor, orientation leader/volunteer, Off-campus Leader);
• Demonstrate intercultural competence and knowledge of equity, diversity, and inclusion principles.
• Be able to work independently and on a team with excellent interpersonal skills;
• Demonstrate sound judgment, leadership, and professional communication skills;
• Knowledge of campus resources and student groups;
• Role modelling appropriate behaviours in-person and online at all times;
• Have highly developed technical skills and be knowledgeable in computer software programs and technology such as OnQ, Zoom, and Microsoft programs: Word, Excel, Planner, Outlook, and PowerPoint;

The following skills and experience would be considered an asset:

• Interest and knowledge in team building/inclusive leadership development activities, programs, and training;
• Previous facilitation or training experience;
• Strong communication and presentation skills;
• Be familiar with social media and other promotional tools.

Eligibility

The Off-Campus, Student Lead, must:
• Be a registered Queen’s student and remain in good academic standing for the duration of their work term.
• Be returning to a full-time undergraduate program.
• Be legally entitled to work in Canada; International students must hold a valid study permit.
• Submit a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check within two weeks of beginning the work term. They will be responsible for maintaining a clean CPIC and Vulnerable Sector Check for the duration of their employment in this role.

Time Commitment

• The work term will be May-September 2024; weekly hours are outlined below:
  • 20 hours per week, with occasional weekend and evening hours
• The Off-Campus, Student Lead, will be asked to establish office hours within the “operating hours” of the Student Experience Office to take place on-campus

Remuneration: $17.34/hour

Application Instructions: Apply via MyCareer; job ID 141821. Applications are due February 13, 2024
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.