### Employment Opportunity

**Position:** Queen's Shift Project Student Lead

**Term:** May 6, 2024 to August 31 2024, 35 hours/week  
*Occasional evening and weekend hours will 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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**Queen's Shift Project, 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.

In August 2020, the university's senior leadership signed the Queen's University Administration's Declaration of Commitment to Address Systemic Racism.

The Student Experiences Survey (now called the Shift Survey), a campus climate survey, led by the Division of Student Affairs, and the Human Rights and Equity Office, was one response to the action items brought forth by the declaration. The survey gathered information from Queen's students about overall campus culture and climate, including experiences, perceptions, and behaviours with respect to diversity, inclusion, and sexual violence at the university.

The results of the 2021 Shift Survey inspired the Queen's Shift Project, a collection of events and initiatives aimed at centering equity-deserving student experiences, providing opportunities for dialogue around topics outlined in the survey, and acting on next steps towards improving campus culture at Queen's. In May of 2022, the Queen's Shift Project Student Lead Role was created to support in the development, planning and delivery of Queen's Shift Project initiatives.
Job Summary:

The Queen's Shift Project is hiring a student to support the planning, promotion and delivery of initiatives associated with the results of the Shift Survey. The Queen's Shift Project Student Lead will focus on supporting the implementation of the student engagement plan, a series of events and activities developed to enhance the student experience with the goal of fostering a healthy, safe, and inclusive environment for all students, with a particular focus on equity-deserving student communities.

The Queen's Shift Project Student Lead will also be responsible for promoting events, activities and initiatives to the wider Queen's student community via social media channels. The student lead will research, present and implement new methods of engaging students online and will be involved in creating content. Where applicable, the student lead will also support in the editing of video content. In all engagement, it is crucial that the Queen's Shift Project Student Lead recognizes and prioritizes the commitment to supporting equity-deserving and underrepresented students.

Key Duties:

1. Promotions
   a. Support the implementation of marketing and promotional plans, including print and electronic communications (e.g. posters, website, social media, brochures, handouts);
   b. Develop and implement social media campaigns aimed at inclusivity and fostering an energy of excitement around Queen's Shift Project opportunities and initiatives;
   c. Ensure all stakeholders are kept up to date on the progress of events relevant to them;
   d. Represent the Queen's Shift Project at university events as required;
   e. Creating social media content matching the Queen's Shift Project brand guidelines;
   f. Supporting in coordinating the development and distribution of engagement and promotional materials.

2. Event & Programming Development & 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;
   e. Help identify Queen's student groups & clubs not already identified in the student engagement plan to explore potential engagement opportunities;
   f. Provide feedback and suggestions at each stage of the planning and implementation of the student engagement plan.
   g. Supporting with filming and editing of Shift Project video projects

3. Research & Development
   a. Research, present and implement new methods of engaging students online and in person, and will be involved in creating content that fosters inclusivity and an energy of
excitement around Queen's Shift Project opportunities and initiatives;

b. Perform audits of post secondary and other educational institutions to determine successful strategies for engaging university aged students with I-EDIAA initiatives and concepts;

c. Research and report on methods for creating equitable and inclusive campus climates by specifically engaging with non-marginalized students in the spirit of allyship.

Skills Required:

The following skills and experience are essential:

• Current enrollment as a Queen's student;
• Excellent knowledge of Social Media platforms;
• Strong oral and written communication skills;
• Works well independently and as part of a team;
• Excellent time management and organizational skills;
• Experience and familiarity with Queen's campus life and general knowledge of equity-focused university units and student groups;
• Familiarity with graphic design software (i.e. Canva);
• Experience with planning and/or delivering events (virtual and in person);
• Demonstrate intercultural competence and a knowledge of equity, diversity and inclusion principles;
• Understanding of anti-oppression language and terminology;
• Previous experience working with equity-deserving groups.

Eligibility

The Shift Project Student Lead must:

• Be a registered Queen’s student and remain in good academic standing for the duration of their work term.
• 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 2 weeks of beginning the work term. They will be responsible to maintain a clean CPIC and Vulnerable Sector Check for the duration of their employment in this role.

Time Commitment

35 hours/week for 16 weeks

Remuneration: $17.34/hour

Application Instructions: Apply via MyCareer; job ID 141979. Applications are due February 13, 2024.

Please also submit a written response to the following prompt through MyCareer:
"To achieve a truly safe and inclusive campus culture, we must ..." (Maximum of 250 words)

Questions can be directed to Taryn McKenna, Student Inclusion and Engagement Coordinator, via email at taryn.mckenna@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 applicants from equity deserving groups, such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the 2SLGBTQ+ community, and others who reflect the diversity of Canadian society.