Employment Opportunity

Position: Student Lead, Transition & Engagement

Term: May 6 to August 23, 2024, 35 hours/week
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)

Transition & Engagement, 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:

The Student Lead, Transition & Engagement will focus on supporting student transition at Queen’s University, primarily by supporting the planning and implementation of online and in-person programming, including (but not limited to), webinars, socials, and Rafr (a social engagement platform for incoming first-year students).

This position will plan and host a variety of webinars and virtual socials for incoming students and their parents/supporters in the summer. Working collaboratively with campus partners, the position will schedule dates and times, update titles and descriptions, create registration links, update PowerPoint templates and scripts, monitor registration, and create activities. Hosting many of the webinars and socials, the Student Lead, Transition & Engagement will practice
speaking to large audiences and learn moderating skills. Editing videos and captions is also part of this role.

First-Year Transition initiatives within the Student Experience Office include providing opportunities for students to meet and engage with each other. The Student Lead, Transition & Engagement will support content creation and engagement strategies on Raftr, SEO's digital community platform. The position will monitor the platform daily and respond to student questions and concerns. Designing graphics and writing descriptions/captions is also a major part of this position.

The Student Lead, Transition & Engagement will report to the Student and Transition Programs Coordinator, responsible for overseeing many of the programs under First-Year Foundation for incoming first-year students and their parents/supporters. The student will also work collaboratively with other members of staff in the Student Experience Office. Due to the nature of some of the programming, this position will require some evening and weekend hours.

Key Duties:

1. Event Planning
   a. Assist in planning the logistics of summer online programming, including scheduling webinars and meetings, coordinating event logistics, and booking guests and speakers
   b. Create and complete event runs, staff/volunteer responsibilities, event planning forms, schedules, and other documents required to ensure events run smoothly
   c. Create and execute work plans
   d. Help build and deliver program activities, such as virtual socials
   e. At discretion of the Supervisor, liaise and build relationships with campus partners to meet program needs
   f. Coordinate webinar registration, including updating the event/links, monitoring registration numbers, and communicating with speakers at the discretion of the Supervisor
   g. Edit webinar recordings and captions

2. Leadership
   a. Be a role model by upholding community standards during programming and events as a representative of the Student Experience Office and addressing any disruptive, disrespectful and/or inappropriate behaviour
   b. Host live sessions/presentations to an audience of both incoming students and parents/supporters
   c. Develop resource materials for staff/volunteers as needed
   d. Actively participate in SEO training and additional development opportunities as assigned
3. **Support Student Transition**
   a. Be knowledgeable of campus and community resources (including academic, social, safety, health, and others), and able to refer others when appropriate
   b. Review and research best practices related to inclusive, diverse, and accessible orientation and transition programs
   c. Support other summer transition programming as needed

4. **Promotions & Communication**
   a. Support the implementation of marketing and promotional plans in collaboration with the SEO Communications Team
   b. Represent the SEO at information fairs and other events as required
   c. Participate in the development and implementation of social media campaigns aimed at connecting and engaging incoming first year students
   d. Act as a resource for incoming first-year students by posting responses to questions and referring to resources
   e. At the discretion of the Supervisor, ensure all stakeholders are kept up to date on programming, and relevant details

5. **Departmental Administration**
   a. Attend staff meetings, one-on-ones, and other meetings as appropriate
   b. Provide administrative and programming support to the SEO as needed
   c. Complete verbal and written reports in a timely manner
   d. Record event statistics, including registration numbers, attendee numbers, etc.
   e. Write program reports following the completion of events and activities, including analyzing feedback and making recommendations for future years
   f. Additional duties as assigned

**Skills Required:**

The following skills and experience are essential:

- Have experience planning and implementing projects or small-scale events
- Be knowledgeable about the experiences of new students and the transition supports available; previous experience working with programming for new students an asset (e.g. don, peer mentor, involvement in leading orientation activities)
- Have previous experience facilitating webinars/socials and be comfortable speaking to a large audience
- Have experience designing and creating graphics
- Have highly developed technical skills and be knowledgeable in computer software programs such as Word, Excel, Outlook, and PowerPoint, as well as Zoom, YouTube, and Microsoft Teams
• Have previous experience with editing videos and captions is considered an asset
• Demonstrate intercultural competence and knowledge of equity, diversity, and inclusion principles
• Role modeling appropriate behaviours during programming
• Be able to exercise good judgment and sound reasoning
• Be able to work independently and on a team with excellent interpersonal skills
• Demonstrate project management and event planning skills, including mapping out project plans, setting priorities, and meeting deadlines
• Demonstrate decision-making and creative problem-solving skills
• Have strong oral and written communication skills

Eligibility

The Transition & Engagement, 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

• The work term will be May-August 2024; weekly hours are outlined below:
  • 35 hours per week, with some evening and weekend hours
• The Transition & Engagement 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 (plus 4% vacation pay)

Application Instructions: Apply via MyCareer; Job ID 14180. 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.