

Off-Campus Leader, First-Year Off-Campus Community

Position Description

Term: July 2026 - April 2027,
See specific dates at the end of the Position Description
Evening/weekend hours may be required for events and meetings

Remuneration: \$17.60/hour (plus 4% vacation pay)

Background

The Student Experience Office (SEO) at Queen's aims to prepare and support students in achieving their personal, social, and academic goals, as well as 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.

The First-Year Off-Campus Community (First-Year OCC) at Queen's is an inter-faculty community designed to assist new students in transitioning to off-campus living. The goal is to facilitate students' overall social adjustment and provide a solid foundation for a successful university experience. The First-Year OCC offers year-long programming that begins in the summer with opportunities to meet and connect with upper-year student volunteers as well as off-campus peers. It also includes Fall Orientation events featuring fun and informative activities to help students meet other first-year off-campus students and familiarize themselves with Queen's campus and the Kingston area.

Position Summary

Reporting to the Off-Campus Community Student Lead, Off-Campus Leaders (OCL) support implementing OCC events by coordinating with and interacting with first-year students. There will be 2 positions: Off-Campus Leader: Communication and Off-Campus Leader: Events. More detailed of the portfolios are below.

Each Off-Campus Leader should remain open and accessible to any first-year Off-Campus student who wishes to discuss something in that leader's area of expertise (program, interest, neighbourhood, etc.).

Some benefits of being an Off-Campus Leader include:

- Building a deeper connection within the Queen's community while welcoming the incoming class of off-campus students,
- Communicating with a large student group to share updates, resources, and experiences,

- Valuable opportunities to develop and enhance leadership skills such as organization, problem-solving, and teamwork.
- A rewarding experience that fosters personal growth,
- Learning about the first-year student experience, transition programs, and effective communication.

Portfolios

Off-Campus Leader: Communication

- Create and manage engaging content for Off-Campus Community Instagram
- Assist in Off-Campus Community monthly newsletter creation
- Provide additional support to other team members as required

Off-Campus Leader: Events

- Organize and execute monthly social events
- Actively gather and collect feedback from first year off-campus students after monthly events
- Provide additional support to other team members as required

Key Duties

- Host drop-in hours for Off-Campus Students
- Actively engage with and respond to questions from first-year students
- Foster a safe, inclusive, and accessible environment always,
- Attend meetings, training, and complete tasks as outlined by the Off-Campus Student Lead,
- Meet, greet, and provide directions to groups of first-year students,
- Assist with the execution of events,
- Guide a group of first-year students, referring them to support and services as needed,
- Personalize information and create engaging outreach (monthly) for your assigned group of first-year students based on details provided in advance by the Off-Campus Student Lead.

Required Skills

- Approach and engage with students to provide information and a friendly face/conversation/chat,
- Be passionate about the Off-Campus experience and facilitating the first-year transition,
- Be able to work independently and on a team, and resourceful and willing to take initiative,
- Possess excellent interpersonal skills, and able to exercise good judgement and sound reasoning,
- Be knowledgeable about Queen's and the support services/resources available to students,
- Be prepared to check in regularly with students – being an Off-Campus leader is a year-long commitment,

- Strong, empathetic listening skills and ability to guide students in problem-solving and provide appropriate referrals,
- The ability to help guide first-years to become successful, independent students.

Eligibility

- Must be enrolled as a returning student at Queen's University (second year or above)
- Must be available for the dates listed below
- May have experience living Off-Campus during any year (is an asset but not required)

Time Commitment and dates

- Training and Preparation:
 - Asynchronous online training throughout the summer – Scheduled as needed
- Summer & Fall Orientation events:
 - Summer – virtual events as needed
 - Fall Orientation OCC Events
- School year commitment
 - Meetings and events – 5-7 hours/month

Application Instructions

If you are interested in applying for this position, please submit your resume and respond to the application questions through the online application form found here: [Application Form](#)

Please direct any questions or concerns to Nada, Off-Campus Student Lead, at OCC@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.