



## Student Experience Office Employment Opportunity

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<b>Position:</b>	<b>Student Lead - Lead, Include, Transform</b>
<b>Term:</b>	May 8, 2023 – August 25, 2023 (potential to extend)
	Academic year – 10 hours/week Summer – 35 hours/week
	Evening and weekend hours are required
<b>Remuneration:</b>	\$17.17 <i>(Inclusive of 4% vacation pay)</i>

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### **Student Lead – Lead, Include, Transform**

#### Position Description

#### **Background**

In 2018, the Human Rights and Equity Office (HREO) in collaboration with the Division of Student Affairs (DSA), launched the Lead, Include, Transform (LIT) student leader training. The goal of this program is to further the University's commitment to a more diverse and inclusive campus and to respond to the recommendations of Principal's Implementation Committee on Racism Diversity and Inclusion and Truth and Reconciliation Commission task force by creating spaces to have conversations about identity, diversity, inclusion, and social justice.

In 2018, its first year, the project effectively trained approximately 1,200 students on topics related to inclusive leadership, navigating difficult conversations and reshaping campus traditions. During the execution of this program the offices had the assistance of a student assistant, who recruited peer facilitators, organized a train-the-trainer workshop and reviewed the presentation for content and tone. In 2019, the program was updated and a new team of facilitators were hired and trained to lead more sessions with student leaders and staff. In 2020, the program shifted to accommodate the COVID-19 restrictions with all sessions being taught virtually. Hiring practices were adjusted to ensure the team carries a lived experience that spoke to the programming as well as the technical and academic understanding of the terminology in the script. Since August, nearly 1,000 students have been trained from various groups across the university including SOAR peer ambassadors, ASUS Camp Counselors, QSuccess Mentors, Queen's Retail Forum staff, Residence Life staff, Orientation Roundtable members, among others.

The program will continue to be offered, virtually and in-person to students and student leaders across campus throughout the year.

## **Job Summary**

The Lead, Include, Transform, Team Lead, will work closely with staff in the Human Rights and Equity Office and the Student Experience Office to develop plans and strategies on programming that fosters an inclusive climate among Queen's University students. The successful candidate will coordinate the Lead, Include, Transform (LIT) Training Group, assist in the hiring and onboarding of the LIT team, support the planning and implementation of LIT for Orientation Leaders and other student leaders, and will develop proposed activities to cover the demands of EDI content. The student assistant will lead the coordination of the roll out of LIT for the 2023-2024 full academic year and will develop strategies and networks to enable the program to be successfully implemented across the Queen's learning community.

### **1. Coordination**

- a) Lead the logistical coordination of LIT training events, including securing venues/event sites, coordinating event logistics, arranging A/V and equipment;
- b) Coordinate scheduling related to the LIT training program;
- c) Coordinate financial forms related to peer-facilitators employment;
- d) Develop and execute work plans;
- e) Ensure all programming is inclusive and accessible, and meets the diverse needs of the participants;
- f) At discretion of the Equity, Diversity and Inclusion Coordinator, liaise with various stakeholders, including but not limited to equity-deserving student leaders and groups, interested campus partners, and others;
- g) Set up interview times, zoom links for facilitator candidates;
- h) Assist in the collection and analysis of training and programming assessments.

### **2. 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 connecting and engaging students, faculty and staff and bringing attention to the LIT program;
- c) Ensure all stakeholders are kept up to date on the progress of events relevant to them;
- d) Represent the Lead, Include, Transform training initiative at information fairs and other events as required;
- e) Regularly check LIT inbox and act as a contact for students, faculty and staff who have questions about training;

### **3. Leadership**

- a) Oversee the LIT Peer-to-Peer Facilitators group, including assisting in the recruitment and selection process of program facilitators, shortlisting, creating the interview packages.
- b) Lead onboarding and training documents for facilitators;
- c) Create recruitment materials as required to ensure the attraction of high-quality student facilitators;
- d) Assist with the development and delivery of training sessions for student facilitators.

#### **4. EDI Program Support**

- a) Be knowledgeable of campus and community resources relating to Equity, Diversity and Inclusivity and be prepared to link students to these resources as necessary;
- b) Review, research and stay informed of best practices related to diversity and inclusivity in higher education;
- c) Provide input on Equity, Diversity and Inclusion programming, activities, and content;
- d) Develop communication activities/campaigns related to the LIT training and other EDI-related content;
- e) Assist in revising and developing content for the LIT training program.

#### **5. Departmental Administration**

- a) Attend staff meetings, one on ones, and other meetings as appropriate;
- b) Perform administrative tasks such as data entry and filing;
- c) Assist in the distribution and tracking of resources and other materials;
- d) Complete verbal and written reports in a timely manner;
- e) Write program reports following the completion of events and activities, including analyzing feedback and making recommendations for future years;
- f) Participate in ongoing professional development;
- g) Perform other duties as assigned.

#### **Skills Required:**

The following skills and experience are essential for the Lead, Include, Transform, Team Lead:

- 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;
- Demonstrate sound judgement, leadership and professional communication skills.
- Knowledge of campus resources and student groups;
- Role modeling appropriate behaviours in-person and online at all times;
- Interest and knowledge in team building/inclusive leadership development activities, programs, and training;
- Previous facilitation or training experience is an asset;
- Strong communication and presentation skills;
- Be able to work independently, and on a team with excellent interpersonal skills
- Have highly developed technical skills and be knowledgeable in computer software programs such as Word, Excel, PowerPoint, etc.;
- Be familiar with social media and other promotional tools.

#### **Application Instructions**

To apply, please submit a cover letter and resume as well as a written response to the following prompt through [MyCareer](#).

"An inclusive campus looks/ feels like..." (Maximum of 250 words)

Questions can be directed to Taryn McKenna, Student Inclusion and Engagement Coordinator, via email at [taryn.mckenna@queensu.ca](mailto:taryn.mckenna@queensu.ca).

**Applications are due February 13, 2023, at 11:59pm.**

*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.*