



Student Experience Office Employment Opportunity

Position:	Queen's Shift Project Student Ambassador
Term:	May 8, 2023 – August 25, 2023 (potential to extend) Summer – 35 hours/week Some evening and weekend hours are required
Remuneration:	\$17.17 <i>(Inclusive of 4% vacation pay)</i>

Queen's Shift Project Student Ambassador

Position Description

Background

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 Ambassador 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 Ambassador 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 Ambassador will also be responsible for promoting events, activities and initiatives to the wider Queen's student community via social media channels. The student ambassador will research, present and implement new methods of engaging students online and will be involved in creating content. In all engagement, it is crucial that the Queen's Shift Project Student

Ambassador recognizes and prioritizes the commitment to supporting equity-deserving and underrepresented students.

Key Responsibilities:

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.

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.

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.

Required Qualifications:

- a) Current enrollment as a Queen's student;
- b) Excellent knowledge of Social Media platforms;
- c) Strong oral and written communication skills;
- d) Works well independently and as part of a team;
- e) Excellent time management and organizational skills;
- f) Experience and familiarity with Queen's campus life and general knowledge of equity-focused university units and student groups;
- g) Familiarity with graphic design software (i.e. Canva);

- h) Experience with planning and/or delivering events (virtual and in person);
- i) Demonstrate intercultural competence and a knowledge of equity, diversity and inclusion principles;
- j) Understanding of anti-oppression language and terminology;
- k) Previous experience working with equity-deserving groups.

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.

"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

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.