

Student Experience Office Employment Opportunity

Position:	SOAR Peer Ambassador
Term:	Training Dates: June 17, 18 (tentative in-person, on-campus) SOAR Dates: July 7-10, 15, 16 (in-person, on-campus)
Remuneration:	\$15.60/hour (inclusive of 4% vacation pay)

SOAR PEER AMBASSADOR

Please note: The duties of this position are to be performed at Queen's University in Kingston, Ontario. Notwithstanding, due to the current COVID-19 pandemic, if SOAR is not able to run in-person, the current work arrangement with respect to this position will require you to work remotely. In this case, you must have a high-speed internet connection to do so. For clarity, you are expected to be able to work on campus when you are directed to do so.

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

Summer Orientation to Academics and Resources (SOAR) is for incoming students and their families/supporters. Designed to help facilitate the transition from high school to university, SOAR offers participants the opportunity to hear from campus partners on transition topics, make connections with staff, faculty, and upper-year students, and access resources and ask questions.

Reporting to the SOAR Student Lead, SOAR Peer Ambassadors will assist with the preparation of SOAR content and the implementation of programming during SOAR days. Peer Ambassadors play a key role in facilitating event logistics, and act as a resource in responding to the questions and concerns of SOAR attendees.

Some benefits from being a SOAR Peer Ambassador include:

- Being amongst the first at Queen's to welcome first year students and their families
- Gaining valuable event planning, organization, and facilitation skills
- Assisting with the transition of incoming students to university life

Key Duties

The SOAR Peer Ambassador will:

- Create a warm and welcoming environment for all attendees
- Assist with program implementation and event coordination
- Assist with the logistics of program components, such as student engagement sessions
- Participate in panel discussions, Q&A sessions, and/or MC/Zoom facilitation duties
- Share their experiences as a Queen's student with incoming students and parents
- Respond to questions from attendees regarding resources, campus life, academics, etc. (both in-person and on our social communications platform, Rafrtr)
- Provide excellent customer service to all attendees

Job Requirements & Eligibility

The SOAR Peer Ambassador 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
- Exercise good judgement and sound reasoning
- Be resourceful, and willing to take initiative
- Demonstrate creative problem-solving skills
- Demonstrate a high level of professionalism
- Possess excellent interpersonal and communication skills
- Be comfortable speaking to large groups and initiating conversations
- Be knowledgeable about the University, its administrative processes, and the various programs and support services/resources that are available to students
- Be familiar and have previous experience facilitating on Zoom is an asset

Time Commitment

- A successful candidate must be available to be on Queen's campus on the following dates:
 - Training dates: June 17th and 18th. 6-7 hours per day, tentative in-person
 - SOAR program dates: July 7th-10th, 15th, 16th. 7-8 hours per day, in-person
- Peer Ambassadors will also be required to prepare some content during June and early July before SOAR. This may take up to a maximum of 8 hours and may be completed remotely.

Remuneration: \$15.60/hour (inclusive of 4% vacation pay)

Application Instructions

To apply, please submit a cover letter and resume in one PDF document titled with your first and last name to Veronica Sewilski, SOAR Student Lead, at veronica.sewilski@queensu.ca with subject line “Peer Ambassador 2022 Application”.

Applications are due **by 11:59pm on Monday March 7th, 2022.**

Questions can be directed to Veronica Sewilski, SOAR Student Lead, via email at veronica.sewilski@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.