Student Experience Office
Employment Opportunity

Position: Student Lead, SOAR

Term: February 6, 2023 – August 25, 2023 (potential to extend to September 8, 2023)
Academic year – 10 hours/week
Summer – 35 hours/week
Evening and weekend hours are required

Remuneration: $16.12 during academic year, $17.85 during summer
(Inclusive of 4% vacation pay)

Student Lead, SOAR
Position Description

Background

The Student Experience Office (SEO) in the Division of Student Affairs at Queen’s offers programs and services to orient students to university life, to support their successful transitions into and through university, and to encourage leadership development, student engagement, and co-curricular involvement while at Queen’s. Our goal is to support a holistic student experience that prepares students to achieve not only their personal, social, and academic goals, but also their professional and community aspirations.

Job Summary

Reporting to the Coordinator, Student & Transition Programs, the SOAR Student Lead will focus on supporting the planning and implementation of the in-person, on-campus Summer Orientation to Academics and Resources (SOAR) program.

SOAR aims to help ease the transition of incoming first-year students and their families/supporters. Over 2,000 students and supporters total attend this one-day pre-arrival program, which runs six times during the month of July. The SOAR Student Lead is responsible for aiding in the planning and execution of all aspects of SOAR, including hiring and training Peer Ambassadors, coordinating session content with faculty and campus partners, designing icebreaker/teambuilding activities with students, and organizing the Resource Fair with campus partners, among other things. The focus for this role is preparing SOAR programming with a heavy focus on event planning and management. As well as duties related to managing event staff, and collaborations with Faculty and Division of Student Affairs partners.
Key Duties

1. Event Planning
   a. Assist in planning the logistics of SOAR, including supporting the development of program schedules, securing venues/event sites, coordinating event logistics, arranging A/V and equipment, and preparing catering orders
   b. Create and complete event runs, event layouts, 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 SOAR program activities, such as the student-led icebreakers and upper year Q&A panel
   e. At discretion of the Supervisor, liaise with various stakeholders, including Event Services, faculty, and other staff to meet program needs
   f. Assist with event registration, including updating the event registration system, monitoring registration numbers, and communicating with registrants

2. Leadership
   a. Support the recruitment and hiring of short-term Peer Ambassadors (PAs)
   b. Actively participate in SEO training and additional development opportunities as assigned
   c. Develop and deliver training sessions for PAs and other campus partners as needed
   d. Provide leadership to Peer Ambassadors during the implementation of SOAR programming
   e. Be a role model during programming and events as a representative of the SEO and Queen's and addressing any disruptive, disrespectful and/or inappropriate behaviour

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. Act as the main contact for incoming students and guests who have questions about SOAR
   d. At the discretion of the Supervisor, ensure all stakeholders are kept up to date on the progress of SOAR, 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. Write program reports following the completion of events and activities, including analyzing feedback and making recommendations for future years
   e. Additional duties as assigned
Skills Required

The following skills and experience are essential for the role:

- Have experience planning and implementing large projects or large-scale events
- Be knowledgeable about the experiences of new students and the transition supports available; previous experience working with programming for new students is considered an asset (e.g., don, peer mentor, involvement in leading orientation activities, etc.)
- Demonstrate intercultural competence and knowledge of equity, diversity, and inclusion
- Be able to work independently and on a team with excellent interpersonal skills
- Demonstrate sound judgment, leadership, and professional communication skills
- Interest and knowledge in team building/inclusive leadership development activities, programs, and training
- Previous facilitation or training experience is an asset
- Be comfortable speaking in front of large crowds
- Strong communication and presentation skills
- Have highly developed technical skills and be knowledgeable in computer software programs such as Word, Excel, Planner, Outlook, and PowerPoint

Eligibility

The SOAR 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

Time Commitment

- This role will be expected to work from the office on-campus for the duration of the contract
- The work term will be end-January/early February 2023 – end of August 2023, weekly hours are outlined below:
  - February 2023-April 2023
    - Up to 10 hours per week, with occasional weekend and evening hours
    - Hours will *not* be assigned during Exam Periods, or Reading Week
  - May 2023-August 2023
    - 35 hours per week, with occasional weekend and evening hours, including increased hours during the week before and during SOAR
    - Potential SOAR dates are July 6-9 and 13-16
- The Student Lead, SOAR will be asked to establish office hours with supervisors at the beginning of the employment period.

Remuneration: $16.12 (during academic year) $17.85 (during summer) (Inclusive of 4% vacation pay)
Application Instructions

Please submit your Cover Letter and Resume in one PDF document to hanna.knowles@queensu.ca, and title your document with your full name plus “SOAR Student Lead Application”.

Applications are due January 15, 2023, at 11:59pm. Interviews will take place January 18-19, 2023.

If you have any questions, please email Hanna Knowles, Student & Transition Programs Coordinator, at hanna.knowles@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.