## Student Experience Office
### Employment Opportunity

<table>
<thead>
<tr>
<th>Position:</th>
<th>Off Campus, Student Lead</th>
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<tbody>
<tr>
<td>Term:</td>
<td>May 9, 2022 – September 11, 2022, 35 hours/week</td>
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<td>Potential to continue in academic year 10 hours/week</td>
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<td>Some evening and weekend hours may be required.</td>
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<td>Remuneration:</td>
<td>$17.00 (Hourly rate is inclusive of 4% vacation pay)</td>
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### Off-Campus, Student Lead

#### Position Description

#### Background:

The Student Experience Office (SEO) at Queen’s aims to prepare and support students to achieve their personal, social, and academic goals and professional and community aspirations. In addition, the SEO supports co-curricular learning and development by offering programs and services to orient students to university life. A goal within the SEO is to support their successful transitions into and through university.

#### Job Summary:

The Off-Campus, Student Lead, will report to the Coordinator, Orientation & Transition in the Student Experience Office. The incumbent will support the programs and initiatives within the Transition Programming portfolio, highly focused on Off-Campus student outreach and programming. In addition, as a SEO member, the Student Lead may help with programs like SOAR and summer webinars by creating partnerships within the SEO Summer Transitions team, planning, and delivering programming that aligns with the goals of the Student Experience Office. This position will be responsible for planning and executing Off-Campus student orientation, formerly FYNIRS Orientation.

Key focus areas throughout the role: *Off-Campus student support, volunteer training and development, additional transition programming as assigned.*

#### Key Duties:

1. **Event Support**
   a. Assist in planning the logistics of events, including coordinating event logistics, sending meeting requests, creating zoom invitations, booking venues etc.,
   b. Edit event runs, layouts, event-planning forms, and other documents required to ensure events run smoothly,
   c. Create and execute work plans,
   d. Ensure all programming is inclusive and accessible and meets the diverse needs of the incoming class,
   e. At the discretion of the Coordinator, Orientation & Transition, liaise with various stakeholders, as well as other campus and community partners to meet program...
needs,
f. Assist in the collection and analysis of event and programming assessments.

2. Leadership
   a. Oversee the Off-Campus Volunteer program, including recruitment, selection, training, and scheduling of all volunteers.
   b. Act as a role model for volunteers and colleagues in the SEO.
   c. Run team meetings, create agenda, and take minutes to share with volunteers.
   d. Update and distribute training materials and annual manuals for volunteers.
   e. Assist with developing and delivering training sessions for student staff and volunteers.
   f. Create recruitment materials and participate in the hiring of volunteers.
   g. Actively participating in SEO Training and additional development opportunities as assigned;

3. Administration & Student Transition Support
   a. Attend meetings, one on ones, and other meetings as appropriate
   b. Perform administrative tasks such as minute taking and data entry
   c. Assist in the distribution and tracking of resources and other materials
   d. Complete verbal and written reports on time
   e. Write program reports following the completion of events and activities

4. Promotions & Communication
   a. Support the implementation of marketing and promotional plans, including electronic communications (e.g., Website, social media),
   b. Participate in the development and implementation of social media campaigns aimed at connecting and engaging students,
   c. Represent the Student Experience Office at information fairs and other events as required,

Skills Required:
The following skills and experience are essential for the Off-Campus Student Lead:

- Have experience planning and implementing large projects or large-scale events, or digital event planning,
- Have knowledge about the experiences of new students and the transition supports available; experience working with programming for new students an asset (e.g., Don, peer mentor, orientation leader/volunteer),
- Demonstrate intercultural competence and knowledge of equity, diversity, and inclusion principles,
- Demonstrate sound judgement, leadership, and professional communication skills.
- Knowledge of campus resources and student groups,
- Role modelling 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, Planner, Excel, PowerPoint, etc.,
• Be familiar with social media and other promotional tools.

Eligibility
The Off-Campus, 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 two weeks of beginning the work term. They will be responsible for maintaining a clean CPIC and Vulnerable Sector Check for the duration of their employment in this role.

Time Commitment
• The work term will be May-September 2022; weekly hours are outlined below:
  o 35 hours per week, with occasional weekend and evening hours
• The Off-Campus, Student Lead, will be asked to establish office hours within the “operating hours” of the Student Experience Office to take place on-campus

Remuneration: $17.00/hour (Hourly rate is inclusive of 4% vacation pay.)

Application Instructions:
Please submit your Cover Letter and Resume via the application form here: bit.ly/SEOStudentLead
If you have any questions or issue with the application, please email Melissa Burke at melissa.burke@queensu.ca
Applications are due March 13, 2022, at 11:59 pm
Interviews will be on March 22-23, 2022

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.