



## Student Experience Office Employment Opportunity

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<b>Position:</b>	<b>Development Programs Student Lead</b>
<b>Term:</b>	May 8, 2023 – August 25, 2023 (potential to extend to April 28, 2024)  Summer – 35 hours/week Academic Year – 10 hours/week  Evening and weekend hours are required.
<b>Remuneration:</b>	\$16.12 during academic year, \$17.85 during summer <i>(Inclusive of 4% vacation pay)</i>

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### Program Description

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 Development, the Student Lead, Development Programs will provide support with student development and leadership initiatives in the Student Experience Office and the Division of Student Affairs.

Student development and leadership initiatives within the Student Experience Office include: Leading a peer leadership facilitation team, developing and offering a weekly workshop series, workshops by request and online modules to student and campus groups, and supporting student leaders through consultations and through the ongoing development and promotion of an online Club Hub resource. The Student Lead will also be asked to provide support in training planning for orientation and other initiatives through the Student Experience Office.

The Student Lead, Development Programs will develop, collaborate and maintain partnerships within the Student Experience Office, Division of Student Affairs, across campus, and in Kingston in order to plan and deliver programming that aligns with the goals of the Student Experience Office's student development and leadership programming.

## **Key Duties**

### **Student Development**

- Support the development of leadership programming;
- Work with campus partners to guide session content and objectives;
- Ensure all programming is inclusive and accessible, and meets the diverse needs of students, faculty and staff;
- Develop online modules to support student growth and learning;
- Develop tools and templates that can be used to enhance student growth and learning.

### **Lead the Leadership Skills Educators**

- Lead a team of Leadership Skills Educators (LSEs);
- Plan and administer training to Leadership Skills Educators (August)
- Coordinate the Leadership Workshop Series and peer leadership coaching, including scheduling, cancellations, and room bookings;
- Meet with LSEs as needed and host monthly team meetings;
- Communicate any concerns to the Coordinator, Student Development.

### **Event & Programming Support**

- 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;
- Create and complete event runs, event layouts, volunteer responsibility descriptions, event planning forms, and other documents required to ensure events run smoothly;
- Coordinate event registration, including updating the event registration system, monitoring registration numbers, and communicating with registrants;
- Assist in the collection and analysis of event and programming assessments.

### **Promotions**

- Support the implementation of marketing and promotional plans, including print and electronic communications (e.g. posters, website, social media, brochures, handouts);
- Participate in the development and implementation of social media campaigns aimed at connecting and engaging students, faculty and staff;
- Ensure all stakeholders are kept up to date on the progress of events relevant to them;
- Represent the Student Experience Office at information fairs and other events as required;
- Act as a contact for students, faculty and staff who have questions about events and programming.

### **Departmental Administration**

- Attend staff meetings, one on ones, and other meetings as appropriate;
- Perform administrative tasks such as data entry and filing;
- Assist in the distribution and tracking of resources and other materials;

- Complete verbal and written reports in a timely manner;
- Write program reports following the completion of events and activities, including analyzing feedback and making recommendations for future years;
- Be knowledgeable of campus and community resources (including academic, social, safety, health, and others), and able to refer others when appropriate;
- Participate in ongoing professional development;
- Perform other duties as assigned.

## Skills Required

- Have experience planning and implementing projects or events;
- Have experience facilitating workshops and delivering presentations;
- Be able to work independently and on a team with excellent interpersonal skills;
- Demonstrate strong project management and event planning skills, including mapping out complicated project plans, setting priorities, and meeting deadlines;
- Be able to exercise good judgment and sound reasoning;
- Demonstrate decision-making and creative problem-solving skills;
- Have strong oral and written communication skills;
- Be familiar with social media and other promotional tools;
- Demonstrate intercultural competence and a knowledge of equity, diversity, inclusion & Indigeneity principles.

## Eligibility

- Current full-time Queen's undergraduate or graduate student;
- Be legally entitled to work in Canada; International students must hold a valid study permit;
- "Clear" Criminal Reference Check (CPIC) including Vulnerable Sector Check;
- Currently in good conduct and academic standing;
- Experience delivering workshops or facilitating discussion.

## Time Commitment

- This role will be expected to work primarily from the office on-campus for the duration of the contract with flexible remote work options available;
- Weekly hours are outlined below:
  - May 2023-August 2023
    - 35 hours per week, with occasional weekend and evening hours, including training (tentatively August 19 & 20, 2023)
  - September 2023 – April 2024
    - 10 hours per week, with occasional weekend and evening hours
- The Development Programs Student Lead will be asked to establish office hours with supervisor at the beginning of the employment period.

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

## **Application Instructions**

**Applications are due February 26, 2023 @ 11:59pm**

To apply, please submit a cover letter and resume to Molly Raffan, Director, Student Life at [molly.raffan@queensu.ca](mailto:molly.raffan@queensu.ca) with the subject line "Application: Development Programs Student Lead"

If you have any questions, please email Molly Raffan, Director, Student Life at [molly.raffan@queensu.ca](mailto:molly.raffan@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.*