



Student Experience Office Employment Opportunity

Position:	Gender-Based Violence Awareness & Bystander Intervention Outreach and Operations Student Lead
Term:	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.
Remuneration:	\$16.12 during academic year, \$17.85 during summer <i>(Inclusive of 4% vacation pay)</i>

Program Description

The Gender-Based Violence Awareness & Bystander Intervention Education Program implements educational programming as part of an overall strategy at Queen's to address and prevent gender-based violence. The program uses a comprehensive education strategy so that when a student graduates from Queen's University, they will have had access to multiple opportunities to develop both their knowledge and their skills in relation to gender-based violence, consent, and healthy relationships.

Job Summary

Reporting to the Coordinator, Student Development and taking additional direction from Sexual Violence Prevention and Response Services, the Student Lead is responsible for developing and delivering gender-based violence prevention training for students and student leaders in collaboration with the Sexual Violence Prevention and Response Service. The Student Lead oversees a team of 12-15 peer facilitators who deliver in-person and virtual training to students during the fall and winter academic terms. The role of the Gender-Based Violence Awareness & Bystander Intervention Outreach and Operations Student Coordinator requires the incumbent to work in-person.

Committed to a research-based approach and intersectional framework, the Student Lead is responsible and accountable for the effective delivery of bystander intervention and gender-based violence prevention training to diverse student groups across campus. The successful candidate must be able to respond to changing needs, account for best and emerging practices, and assure the quality and relevance of the program in ending gender-based violence and fostering a safe campus community.

Key Duties

- Work closely with the Gender-Based Violence Awareness & Bystander Intervention Education Training and Development Student Lead to coordinate and deliver all aspects of the program;
- Respond to requests for training, coordinates facilitators and organizes the logistics to deliver training;
- Select, train and support student facilitators of the program;
- Coordinate and co-facilitate the train-the-trainer session for facilitators with the SVPRS, Director, Student Life, Coordinator, Student Development and campus partners;
- In collaboration with the SEO Communications and Administrative Coordinator, create and promote marketing materials to increase the usage of the program;
- Build strong relationships with campus partners to broaden the student audience reached by the program;
- Track participation in the program;
- Manage timekeeping for casual staff; approve and submit biweekly timesheets for facilitators and Student Leads;
- Organize and coordinate open sessions for training;
- Provide reports regarding the program as requested;
- Work with the Student Experience Office and Sexual Violence Prevention and Response Services to develop and implement events or activities related to consent and gender-based violence for Fall Orientation week;
- Work closely with campus stakeholders such as Residence Life & Services, the Student Experience Office, the Alma Mater Society and Sexual Violence Prevention and Response Services and other student and community groups to help with annual awareness and prevention campaigns.

Skills Required

- Demonstrate sound judgment, leadership, and professional communication skills;
- Experience in developing and creating marketing and communication materials;
- Knowledge of campus resources is essential, including all areas of Student Affairs and Human Rights and Equity;
- Knowledge of gender-based violence prevention work and consent education;
- Role modelling appropriate behaviors in person and online;
- Previous facilitation or training experience would be an asset;
- Interest, passion, and enthusiasm for educating peers;
- Team orientation and ability to work with others;
- Ability to manage group dynamics;
- Self-reflective, patient, and empathetic;
- Demonstrated initiative and self-motivation;
- Ability to foster a positive, respectful, and inclusive learning environment;
- Comfortable talking about sex, sexual violence, and gender-based violence;
- Conflict resolution and problem-solving skills;
- An understanding of the ways in which identity plays a role in gender-based violence;
- Attendance at the full two-hour Bystander Intervention Training Program.

Eligibility

- Current full-time Queen's undergraduate student;

- “Clear” Criminal Reference Check (CPIC) including Vulnerable Sector Check;
- Currently in good conduct and academic standing;
- Experience delivering workshops or facilitating discussion on issues of gender-based violence;
- Understanding of issues of intersectionality and multiple forms of oppression;
- Familiarity with the Gender-Based Violence Awareness and Bystander Intervention Education Program.

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
- The work term will be end-January/early February 2023 – end of August 2023, weekly hours are outlined below:
 - May 2023-August 2023
 - 35 hours per week, with occasional weekend and evening hours, including GBVBI Facilitator training (tentatively August 19 & 20, 2023)
 - September 2023 – April 2024
 - 10 hours per week, with occasional weekend and evening hours
- The Gender-Based Violence & Bystander Intervention Outreach & Operations Student Lead will be asked to establish office hours with supervisor at the beginning of the employment period.

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

Application Instructions

To apply, please submit a cover letter and resume through MyCareer.

Questions can be sent to Molly Raffan, Director, Student Life at molly.raffan@queensu.ca.

Applications are due February 13, 2023, at 11:59pm.

If you have any questions, please email Molly Raffan, Director, Student Life at 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.