



Student Experience Office Employment Opportunity

Position:	SOAR Peer Ambassador
Term:	June 12-13, 26-27 & July 5-7, 12-13 (in-person, on-campus) <i>*Successful candidates <u>must</u> be available for <u>all</u> dates listed above</i>
Remuneration:	\$16.55/hour (plus 4% vacation pay)

SOAR PEER AMBASSADOR

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

Part of First-Year Foundation, Summer Orientation to Academics and Resources (SOAR) is an on-campus summer orientation program for incoming first-year students and their parents and supporters. SOAR aims to help prepare students for new academic expectations, address questions or concerns about university life, and introduce resources and support services for all incoming students.

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 from 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 facilitation duties
- Share their experiences as a Queen's student with incoming students and parents/supporters
- Respond to questions from attendees regarding resources, campus life, academics, etc. (both in-person and on our social communications platform Rafrtr)
- Support the creation of videos and graphics to share advice and tips about university life to be used on 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

Time Commitment

- A successful candidate must be available to be on Queen's campus on the following dates:
 - Training dates: June 12 and 13 (5-6 hours per day, in-person), plus 1.5 hours of online asynchronous training
 - SOAR prep dates: June 26 and 27 (approximately 3-5 hours per day, in person)
 - SOAR program dates: July 5-7, and 12-13 (approximately 10.5 hours per day, in-person)
- Overall, Peer Ambassadors can expect to work approximately 76 hours from June to July.



Remuneration: \$16.55/hour (plus 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 Hanna Knowles, Student and Transition Programs Coordinator, at hanna.knowles@queensu.ca with subject line "Peer Ambassador 2024 Application".

Applications will be accepted until all positions are filled.

Interviews will be conducted on a rolling basis.

Questions can be directed to Hanna Knowles, Student and Transition Programs Coordinator, via email 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.