SOAR Peer Ambassador, Student Experience Office
Position Description

**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:**
Summer Orientation to Academics and Resources (SOAR) is a one-day on-campus experience for incoming students and their families. Designed to help facilitate the transition from high school to university, SOAR offers participants the opportunity to hear from campus partners on transition topics, make connections with staff, faculty, and upper-year students, and access resources and ask questions in person.

Reporting to the Coordinator, Student Development, SOAR Peer Ambassadors will assist with the implementation of the SOAR program 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 of SOAR attendees.

Some benefits from being a SOAR Peer Ambassador include:
- Gaining valuable leadership experience
- Understanding and sharing information about the various campus resources available
- Assisting with the transition of first year students and families

Enjoy a great experience on campus that works around your schedule.

**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 registration and academic advising.
- Participate in panel discussions, Q&A sessions, and MC duties.
- Share their experiences as a Queen’s student with incoming students and parents.
- Respond to questions from attendees regarding resources, campus life, academics, etc.
- Provide excellent customer service to all attendees.

**Job Requirements:**
The SOAR Peer Ambassador must:
- 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
• Training: June 23rd & 24th, 9-5pm *lunch will be provided
• SOAR program dates: July 6th, 7th, 12th – 15th
• 7-8 hours per day on SOAR days

Remuneration: $14.00/hr

Application Instructions
If you are interested in applying for this position, please submit a cover letter and resume as one attachment by email to Briana Courtemanche, SOAR Student Coordinator, at bnc1@queensu.ca

Applications are due by 5pm on Wednesday April 4th, 2018. Only candidates who have been chosen for an interview will be contacted.

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.