

Principal's Action Group on Gender and Sexual Diversity at Queen's (PAGGAS), Principal's Office/VP Culture, Equity, and Inclusion (CEI)

Job Title: Administrative Intern, Principal's Action Group on Gender and Sexual Diversity (PAGGAS)

Number of Positions: 1

Formed in 2021, the Principal's Action Group on Gender and Sexual Diversity (PAGGAS) at Queen's University is a collaborative team of representatives from Queen's staff, faculty, and students dedicated to addressing barriers faced by 2SLGBTQ+ individuals on campus. The action group convenes monthly for 1.5 to 2 hours, with members often volunteering additional time for special projects or sub-committees. Our initiatives have included authoring a report on best practices for gender-inclusive changerooms and washrooms, developing a Name Change Guide & FAQ to support students, and providing financial resources for Queers for Peers, the Yellow House Student Centre for Equity and Inclusion, and Queen's University Association for Queer Employees (QUAQE). With a focus on creating meaningful change, we foster relationships with various collaborators to enhance the 2SLGBTQ+ experience at Queen's.

PAGGAS welcomes applicants for the QDIUA from any discipline who are interested in leveraging their skills when learning more about the function of an action group on campus. PAGGAS is committed to employment equity and diversity in the workplace and encourages applications from equity-deserving students to gain skills and experience in university administrative roles.

PAGGAS is 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.

Responsibilities:

- Guided by PAGGAS and appropriate subcommittee(s), the PAGGAS Administrative Intern would help update the gender-inclusive washroom lists on campus by:
 - Conducting a review and audit of washroom/change room facilities on campus
 - Engage students/student groups/front-line staff in a walk-around to identify gender-inclusive washrooms to update the existing list and for the campus map
 - Liaise with appropriate campus units (i.e., physical plant services) to confirm washroom/changeroom changes on campus
 - Review formal and informal changes in alignment with PAGGAS 2021 report; e.g. multi-stall washrooms
 - Reporting back to PAGGAS and subcommittee(s) on findings
 - Support other PAGGAS projects and initiatives as directed by the PAGGAS co-chairs which may include, but is not limited to: administrative tasks, report writing, policy review, event design and facilitation, and development of social media assets.

Learning Outcomes:

- Intern(s) gain and develop professional competencies in time and project management, internal and external communications, team collaboration, strategic thinking and planning.
- Intern(s) develop a more comprehensive understanding of how an action group functions at Queen's University.
- Interaction and network with administrative staff, students, and faculty across Queen's University, expanding their connections internally and externally.
- Understand the policies and practices of gender inclusion at a mid-sized post-secondary institution.
- Understand the importance of gender and sexual diversity in a work and learning environment.
- Strategizing and actualizing I-EDIAA principles at the university-level
- Intern(s) see degree versatility through working with others across the university
- Intern(s) will have a dedicated mentor(s) to support their experiential learning

Desired Qualifications: PhD student or candidate in any discipline (at Queen's) with an interest in gender and sexual diversity in institutional settings, I-EDIAA policies and procedures, strategic institutional planning, data management, institutional networking, human rights and equity. Involvement in 2SLGBTQ+ community and lived experience as a 2SLGBTQ+ person are assets. To address the unique needs and concerns of 2SLGBTQ+ communities, individuals who self-identify as 2SLGBTQ+ will be given preference.

Required: Ability to adapt to new technologies, independent and teamwork, and working in-person and remote. Conduct self in a respectful, non-judgmental, and supportive manner while demonstrating sensitivity in maintaining strict confidentiality.

Additional: Keen interest in time and project management skills, communication skills, service and support responsibilities.

While successful candidates will hold some of the skills listed in this section, we understand that no candidate will hold all of them. We encourage all who have an interest in I-EDIAA work to apply for the role, conveying both which skills they do hold and their interest in learning new ones. Not sure you meet all the qualifications listed here? Let us decide! Research shows that women and other under-represented groups tend not to apply to jobs when they think they may not meet every qualification, when, in fact, they often do! We are committed to creating a diverse and inclusive environment and strongly encourage you to apply.