

## Off-Campus Leader, First-Year Off-Campus Community

### *Position Description*

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Term: June 2024 – April 2025

*Evening/weekend hours may be required for events and meetings.*

Remuneration: Volunteer

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### Background:

The First-Year Off-Campus Community (First-Year OCC) at Queen's is an inter-faculty community to help facilitate the transition of new students to living Off-Campus. The overarching goal is to ease students' overall social transition and provide a solid foundation for a successful university experience. The First-Year OCC offers year-long programming that kicks off in the summer with the opportunity to meet and connect with upper-year student volunteers. It also includes Orientation events with fun and informative activities to help students meet other first-year Off-Campus students and familiarize themselves with Queen's campus and the Kingston area. The First-Year OCC continues to support the First Year Off-Campus Community throughout the year!

### Job Summary:

Reporting to the Off-Campus Student Lead, Off-Campus Leaders support the implementation of First-Year OCC events by coordinating and interacting with first-year students. Off-Campus Leaders will be assigned a group of first-year students during Orientation Week, with whom they will build close connections, interact, and support them regularly throughout the year. Alongside their groups, each Off-Campus Leader should remain open and accessible to *any* first-year Off-Campus student if a student wishes to discuss something in that leader's area of expertise (program, interest, neighbourhood, etc.).

Some benefits of being an Off-Campus Leader include:

- Building a deeper connection within the Queen's community while welcoming the incoming class of Off-Campus students,
- Communicating with a large student group to share updates, and experiences,
- Valuable opportunities to develop and enhance leadership skills such as organization, problem solving, and teamwork.
- Rewarding experience that fosters personal growth,
- Long-term experience communicating empathetically with students throughout the year,
- Learn about the first-year student experience, transition programs, and effective communication.

## Key Duties

The Off-Campus Leaders will:

- Host drop-in hours for Off-Campus Students
- Actively engage with and respond to questions from first year students
- Foster a safe, inclusive, and accessible environment at all times,
- Attend meetings, training, and complete tasks as outlined by the Off-Campus Student Lead,
- Meet, greet, and provide directions to groups of first-year students,
- Assist with the planning and execution of events,
- Guide a group of first-year students throughout the year, assisting them with finding support and services through regular contact,
- Personalize information and create engaging outreach (monthly) based on information provided beforehand by the Off-Campus Student Lead.

## Skills Required

The Off-Campus Leaders must:

- Be passionate about the Off-Campus experience and facilitating the first-year transition,
- Be able to work independently and on a team, and resourceful and willing to take initiative,
- Possess excellent interpersonal skills, and able to exercise good judgement and sound reasoning,
- Be knowledgeable about Queen's and the support services/resources available to students,
- Be prepared to check in regularly with students – being an Off-Campus leader is a year-long commitment,
- Strong, empathetic listening skills and ability to guide students in problem-solving and provide appropriate referrals,
- The ability to help guide first-years to become successful, independent students.

## Eligibility

Applicants for Off-Campus Leaders:

- Must be enrolled as a 2<sup>nd</sup> year or higher student at Queen's University,
- May have experience living Off-Campus during any year (is an asset but not required)

## Time Commitment

- June 2024 to April 30, 2025
  - Summer & Academic school year will be approximately 1-2 hours/week.
  - Fall Orientation commitment will increase during late Aug/Early September.
- Summer Training – online, synchronous, and asynchronous

Application Instructions:

If you are interested in applying for this position, please submit your resume and respond to the application questions through the online application form found here: [Application Form](#)

Please direct any questions or concerns to Mae Sacamay, Off-Campus Student Lead, at [fall.orientation@queensu.ca](mailto:fall.orientation@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.*