

Employment Opportunity

Position:	SOAR Student Lead
Term:	January 13 to August 22, 2025 Academic year – 10 hours/week Summer – 35 hours/week <i>Occasional evening and weekend hours are required, including tentative dates of July 4-6 and 11-12, 2025</i>
Remuneration:	\$17.20/hour (plus 4% vacation pay)

Position Description

Background

The Student Experience Office (SEO) in the Division of Student Affairs at Queen's offers programs and services to orient students to university life, to support their successful transitions into and through university, and to encourage leadership development, student engagement, and co-curricular involvement while at Queen's. Our goal is to support a holistic student experience that prepares students to achieve not only their personal, social, and academic goals, but also their professional and community aspirations.

Job Summary

Reporting to the Coordinator, Student & Transition Programs, the SOAR Student Lead will focus on supporting the planning and implementation of the in-person, on-campus Summer Orientation to Academics and Resources (SOAR) program. SOAR aims to help ease the transition of incoming first-year students and their families/supporters. Running over 5 days in July, over 2,000 students and parents/supporters overall attend this one-day pre-arrival program.

The SOAR Student Lead is responsible for aiding in the planning and execution of all aspects of SOAR, including supporting the hiring and training upper-year student Peer Ambassadors, designing icebreaker/teambuilding activities, and organizing the Resource Fair with campus partners. This role supports the planning of SOAR programming with a heavy focus on hiring, training, and supervising the Peer Ambassador team. The SOAR Student Lead also plays an important role in the implementation of SOAR, helping to ensure the days run smoothly, public speaking, and problem-solving as issues arise.

Strong leadership, customer service, organization, and time management are critical skills for this role. Due to the nature of SOAR programming, this position will require some evening and weekend hours, including the tentative SOAR 2025 dates of July 4-6 and 11-12 (to be confirmed).

Key Duties

1. Event Planning

- a. Assist in planning the logistics of SOAR, including supporting the development of program handouts, coordinating event logistics, and arranging supplies and equipment
- b. Create and complete event plans, event runs, event layouts, staff/volunteer responsibilities, event planning forms, schedules, and other documents required to ensure events run smoothly
- c. Help build and deliver SOAR program activities, such as the Peer Ambassador-led icebreaker games
- d. Organize and plan the SOAR Resource Fair by communicating with various campus partners, including sending invitations, tracking attendance, and communicating expectations and information
- e. Assist with event registration as needed, including updating the event registration system, monitoring registration numbers, and communicating with registrants

2. Leadership

- a. Support the recruitment and hiring of Peer Ambassadors (PAs)
- b. Develop and deliver training sessions for PAs and other campus partners
- c. Provide leadership to Peer Ambassadors during the implementation of SOAR programming
- d. Actively participate in SEO training and additional development opportunities as assigned
- e. Be a role model during programming and events as a representative of the SEO and Queen's and addressing any disruptive, disrespectful and/or inappropriate behaviour

3. Support Student Transition

- a. Be knowledgeable of campus and community resources (including academic, social, safety, health, and others), and able to refer others when appropriate
- b. Review and research best practices related to inclusive, diverse, and accessible orientation and transition programs
- c. Support other summer transition programming as needed, including summer webinars and virtual socials

4. Promotions & Communication

- a. Support the implementation of marketing and promotional plans in collaboration with the SEO Communications Team
- b. Represent the SEO at information fairs, webinars, and other events as required
- c. Act as a contact for incoming students and guests who have questions about SOAR

5. Departmental Administration

- a. Attend staff meetings, one-on-ones, and other meetings as appropriate
- b. Provide administrative and programming support to the SEO as needed
- c. Complete verbal and written reports in a timely manner
- d. Write program reports following the completion of SOAR, including analyzing feedback and making recommendations for future years
- e. Additional duties as assigned

Skills Required

The following skills and experience are essential for the role:

- Have experience planning and implementing large projects or large-scale events
- Be knowledgeable about the experiences of new students and the transition supports available; previous experience working with programming for new students is considered an asset (e.g., don, peer mentor, involvement in leading orientation activities, etc.)
- Experience in team building and inclusive leadership development activities and training
- Previous facilitation or training experience
- Demonstrate intercultural competence and knowledge of equity, diversity, and inclusion
- Ability to work independently and on a team with excellent interpersonal skills
- Demonstrate sound judgment, leadership, and professional communication skills
- Strong communication and presentation skills and ability to speak in front of large crowds
- Have a good foundation of technical skills and be knowledgeable in computer software programs such as Outlook, Word, Excel, Microsoft Teams, and PowerPoint is considered an asset

Eligibility

The SOAR Student Lead must:

- Be SWEP eligible: Currently registered in their first full-time Queen's undergraduate degree program AND be returning to the same full-time Queen's undergraduate degree program in the fall (not graduating this year). Students with disabilities who are registered with Queen's Student Accessibility Services will be evaluated as equivalent to full-time as long as they are in at least a 40% academic load (6.0 credit units in each term of study) in the term prior and after the summer term. Please note that concurrent B.Ed (Bachelor of Education) students are eligible.
- 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
- Submit a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check within 2 weeks of beginning the work term. They will be responsible to maintain a clean CPIC and Vulnerable Sector Check for the duration of their employment

Time Commitment

- This role will be expected to work from the office on-campus for the duration of the contract
- The work term will be January 13, 2025, to August 22, 2025, weekly hours are outlined below:
 - January 2025-April 2025
 - Up to 10 hours per week
 - Hours will **not** be assigned during Exam Periods, or Reading Week
 - The SOAR Student Lead will be asked to establish office hours with their supervisor at the beginning of the employment period
 - May 2025-August 2025
 - 35 hours per week, with occasional weekend and evening hours, including increased evening hours during the week before and during SOAR (tentatively July 4-6 and 11-12)

Application Instructions

[Apply and submit your application here](#)

Applications are due **November 12, 2024, at 11:59pm**

If you have any questions, please email Hanna Knowles, Student & Transition Programs Coordinator, 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.